



# **Arizona Department of Health Services**

Bureau of Nutrition and Physical Activity

## **HANDS WIC System**

### **Detailed Functional Design Document**

#### **System Administration**

**June 5, 2015**

**Version 1.3**

# **Table of Contents**

<b>TABLE OF CONTENTS.....</b>	<b>2</b>
<b>REVISION HISTORY .....</b>	<b>11</b>
<b>1 OVERVIEW.....</b>	<b>12</b>
<b>2 SYSTEM LOG VIEWER .....</b>	<b>17</b>
<b>3 ROLE CONFIGURATION .....</b>	<b>20</b>
<b>4 DEFAULT TITLE ROLES .....</b>	<b>23</b>
<b>5 CITIES .....</b>	<b>25</b>
5.1 Edit Cities Page.....	27
5.2 Delete Cities Page .....	28
5.3 Add Cities Page.....	29
<b>6 STATES .....</b>	<b>30</b>
6.1 Edit States Page.....	32
6.2 Delete States Page.....	33
6.3 Add States Page .....	34
<b>7 COUNTIES.....</b>	<b>35</b>
7.1 Edit Counties Page.....	37
7.2 Delete Counties Page .....	38
7.3 Add Counties Page.....	39
<b>8 ZIPS .....</b>	<b>40</b>
8.1 Edit Zip Codes Page.....	42
8.2 Delete Zip Codes Page.....	43
8.3 Add Zip Codes Page .....	44
<b>9 GEO LOCATIONS .....</b>	<b>45</b>
9.1 Edit Geo Locations Page.....	47
9.2 Delete Geo Locations Page .....	48
9.3 Add Geo Locations Page.....	49

<b>10</b>	<b>ADD FORMS</b>	<b>50</b>
<b>11</b>	<b>STATE CONFIGURATION SETTINGS</b>	<b>53</b>
<b>12</b>	<b>BANK DISPOSITIONS</b>	<b>56</b>
12.1	Edit Bank Dispositions Page	58
12.2	Delete Bank Dispositions Page	59
12.3	Add Bank Dispositions Page	60
<b>13</b>	<b>CATEGORY GROUPS</b>	<b>61</b>
13.1	Edit Category Groups Page	63
13.2	Delete Category Groups Page	64
13.3	Add Category Groups Page	65
<b>14</b>	<b>CONTACT METHODS</b>	<b>66</b>
14.1	Edit Methods Page	68
14.2	Delete Methods Page	69
14.3	Add Methods Page	70
<b>15</b>	<b>CONTACT TITLES</b>	<b>71</b>
15.1	Edit Contact Titles Page	73
15.2	Delete Contact Titles Page	74
15.3	Add Contact Titles Page	75
<b>16</b>	<b>DISPOSITIONS</b>	<b>76</b>
16.1	Edit Dispositions Page	78
16.2	Delete Dispositions Page	79
16.3	Add Dispositions Page	80
<b>17</b>	<b>PACKAGES</b>	<b>81</b>
17.1	Edit Packages Page	83
17.2	Delete Packages Page	84
17.3	Add Packages Page	85
<b>18</b>	<b>PHONE TYPES</b>	<b>86</b>
18.1	Edit Phone Types Page	88
18.2	Delete Phone Types Page	89
18.3	Add Phone Types Page	90

<b>19</b>	<b>PRODUCTS .....</b>	<b>91</b>
19.1	Edit Products Page .....	93
19.2	Delete Products Page .....	94
19.3	Add Products Page .....	95
<b>20</b>	<b>REJECT REASONS.....</b>	<b>96</b>
20.1	Edit Reject Reasons Page.....	98
20.2	Delete Reject Reasons Page .....	99
20.3	Add Reject Reasons Page .....	100
<b>21</b>	<b>SYSTEM ACCESS REPORT .....</b>	<b>101</b>
<b>22</b>	<b>WIC USER PROFILES.....</b>	<b>103</b>
<b>23</b>	<b>PRINT TEST CHECKS .....</b>	<b>106</b>
<b>24</b>	<b>ASSESSMENTS SETUP.....</b>	<b>107</b>
24.1	Add Assessments Page .....	109
24.2	Edit Assessments Page.....	114
<b>25</b>	<b>ASSESSMENT TYPES .....</b>	<b>119</b>
25.1	Edit Assessment Types .....	121
25.2	Delete Assessment Types.....	122
25.3	Add Assessment Types .....	123
<b>26</b>	<b>PROBING &amp; TOPIC QUESTIONS .....</b>	<b>124</b>
<b>27</b>	<b>BF PROMO ITEMS .....</b>	<b>126</b>
27.1	Edit BF Promo Items Page.....	128
27.2	Delete BF Promo Items Page .....	129
27.3	Add BF Promo Items Page.....	130
<b>28</b>	<b>BMI ANTHROPOMETRIC.....</b>	<b>131</b>
28.1	Edit BMI Anthropometric Page .....	133
28.2	Delete BMI Anthropometric Page .....	134
28.3	Add BMI Anthropometric Page .....	135
<b>29</b>	<b>BP INACTIVE REASONS .....</b>	<b>136</b>
29.1	Edit BP Inactive Reasons Page .....	138



29.2	Delete BP Inactive Reasons Page .....	139
29.3	Add BP Inactive Reasons Page .....	140
<b>30</b>	<b>BP STATUSES .....</b>	<b>141</b>
30.1	Edit Statutes Page .....	143
30.2	Delete Statutes Page .....	144
30.3	Add Statutes Page .....	145
<b>31</b>	<b>BREAST PUMP TYPES .....</b>	<b>146</b>
31.1	Edit Breast Pump Types Page .....	148
31.2	Delete Breast Pump Types Page .....	149
31.3	Add Breast Pump Types Page .....	150
<b>32</b>	<b>GROUPS .....</b>	<b>151</b>
32.1	Edit Groups Page .....	153
32.2	Delete Groups Page .....	154
32.3	Add Groups Page .....	155
<b>33</b>	<b>HC PAYEES .....</b>	<b>156</b>
33.1	Edit HC Payees Page .....	158
33.2	Delete HC Payees Page .....	159
33.3	Add HC Payees Page .....	160
<b>34</b>	<b>IMMUNIZATIONS NOT ASSESSED .....</b>	<b>161</b>
34.1	Edit Immunizations Not Assessed Page .....	163
34.2	Delete Immunizations Not Assessed Page .....	164
34.3	Add Immunizations Not Assessed Page .....	165
<b>35</b>	<b>INCOME LEVELS .....</b>	<b>166</b>
35.1	Edit Income Levels Page .....	168
35.2	Delete Income Levels Page .....	169
35.3	Add Income Levels Page .....	170
<b>36</b>	<b>INCOME SOURCES .....</b>	<b>171</b>
36.1	Edit Income Sources Page .....	173
36.2	Delete Income Sources Page .....	174
36.3	Add Income Sources Page .....	175
<b>37</b>	<b>INCOME VERIFICATIONS .....</b>	<b>176</b>

37.1	Edit Income Verifications Page .....	178
37.2	Delete Income Verifications Page.....	179
37.3	Add Income Verifications Page .....	180
<b>38</b>	<b>MARITAL STATUSES.....</b>	<b>181</b>
<b>39</b>	<b>NCHS CLASSIFICATIONS .....</b>	<b>182</b>
39.1	Edit NCHS Classifications Page.....	184
39.2	Delete NCHS Classifications Page .....	185
39.3	Add NCHS Classifications Page .....	186
<b>40</b>	<b>NCHS TYPES.....</b>	<b>187</b>
40.1	Edit NCHS Types Page.....	189
40.2	Delete NCHS Types Page .....	190
40.3	Add NCHS Types Page.....	191
<b>41</b>	<b>NCHS DATA.....</b>	<b>192</b>
41.1	Edit NCHS Data Page .....	194
41.2	Delete NCHS Data Page .....	195
41.3	Add NCHS Data Page.....	196
<b>42</b>	<b>NO CONTACT REASONS .....</b>	<b>197</b>
42.1	Edit Not Contact Reasons Page .....	199
42.2	Delete Not Contact Reasons Page.....	200
42.3	Add Not Contact Reasons Page .....	201
<b>43</b>	<b>NOTE TYPES.....</b>	<b>202</b>
43.1	Edit Note Types Page.....	204
43.2	Delete Note Types Page .....	205
43.3	Add Note Types Page.....	206
<b>44</b>	<b>NUTR ED TOPICS .....</b>	<b>207</b>
44.1	Edit Nutr Ed Topics Page .....	209
44.2	Delete Nutr Ed Topics Page.....	210
44.3	Add Nutr Ed Topics Page .....	211
<b>45</b>	<b>ORIGINS .....</b>	<b>212</b>
45.1	Edit Origins Page .....	214
45.2	Delete Origins Page .....	215

45.3	Add Origins Page .....	216
<b>46</b>	<b>PENDING LAB CODES .....</b>	<b>217</b>
46.1	Edit Pending Lab Codes Page .....	219
46.2	Delete Pending Lab Codes Page .....	220
46.3	Add Pending Lab Codes Page.....	221
<b>47</b>	<b>PICKUP INTERVALS.....</b>	<b>222</b>
47.1	Edit Pickup Intervals Page .....	224
47.2	Delete Pickup Intervals Page .....	225
47.3	Add Pickup Intervals Page.....	226
<b>48</b>	<b>PROOF ADDRESSES.....</b>	<b>227</b>
48.1	Edit Proof Addresses Page.....	229
48.2	Delete Proof Addresses Page .....	230
48.3	Add Proof Addresses Page.....	231
<b>49</b>	<b>PROOF IDENTITIES .....</b>	<b>232</b>
49.1	Edit Proof Identities Page .....	234
49.2	Delete Proof Identities Page.....	235
49.3	Add Proof Identities Page .....	236
<b>50</b>	<b>RACE ETHNICITIES .....</b>	<b>237</b>
50.1	Edit Race Ethnicities Page .....	239
50.2	Delete Race Ethnicities Page .....	240
50.3	Add Race Ethnicities Page.....	241
<b>51</b>	<b>REASONS BF ENDED.....</b>	<b>242</b>
51.1	Edit Reasons BF Ended Page.....	244
51.2	Delete Reasons BF Ended Page .....	245
51.3	Add Reasons BF Ended Page.....	246
<b>52</b>	<b>REASONS NOT LINKED.....</b>	<b>247</b>
52.1	Edit Reasons Not Linked Page.....	249
52.2	Delete Reasons Not Linked Page.....	250
52.3	Add Reasons Not Linked Page .....	251
<b>53</b>	<b>REASONS NOT PRESENT .....</b>	<b>252</b>
53.1	Edit Reasons Not Present Page .....	254

53.2	Delete Reasons Not Present Page .....	255
53.3	Add Reasons Not Present Page .....	256
<b>54</b>	<b>TERM REASONS.....</b>	<b>257</b>
54.1	Edit Term Reasons Page .....	259
54.2	Delete Term Reasons Page .....	260
54.3	Add Term Reasons Page .....	261
<b>55</b>	<b>TOPICS .....</b>	<b>262</b>
55.1	Edit Topics Page .....	264
55.2	Delete Topics Page.....	265
55.3	Add Topics Page .....	266
<b>56</b>	<b>VOTER REGISTRATIONS.....</b>	<b>267</b>
56.1	Edit Voter Registrations Page .....	269
56.2	Delete Voter Registrations Page .....	270
56.3	Add Voter Registrations Page.....	271
<b>57</b>	<b>WEIGHT HEIGHT RANGES .....</b>	<b>272</b>
57.1	Edit Weight Height Ranges Page.....	274
57.2	Delete Weight Height Ranges Page .....	275
57.3	Add Weight Height Ranges Page.....	276
<b>58</b>	<b>BMI WEIGHT GAIN.....</b>	<b>277</b>
58.1	Edit BMI Weight Gain Page .....	279
58.2	Delete BMI Weight Gain Page .....	280
58.3	Add BMI Weight Gain Page .....	281
<b>59</b>	<b>BLOOD WORK TYPES .....</b>	<b>282</b>
59.1	Edit Blood Work Types Page.....	284
59.2	Delete Blood Work Types Page.....	285
59.3	Add Blood Work Types Page .....	286
<b>60</b>	<b>CATEGORIES.....</b>	<b>287</b>
60.1	Edit Categories Page .....	290
60.2	Delete Categories Page .....	291
60.3	Add Categories Page.....	292
<b>61</b>	<b>CATEGORY BLOOD WORK FACTORS.....</b>	<b>293</b>

61.1	Edit Category Blood Work Factors Page .....	295
61.2	Delete Category Blood Work Factors Page .....	296
61.3	Add Category Blood Work Factors Page .....	297
<b>62</b>	<b>ELEVATIONS.....</b>	<b>298</b>
62.1	Edit Elevations Page .....	300
62.2	Delete Elevations Page.....	301
62.3	Add Elevations Page .....	302
<b>63</b>	<b>CATEGORY BLOOD WORKS.....</b>	<b>303</b>
63.1	Edit Category Blood Works Page .....	305
63.2	Edit Category Blood Works Page .....	306
63.3	Add Category Blood Works Page .....	307
<b>64</b>	<b>COMMUNICATION TYPES.....</b>	<b>308</b>
64.1	Edit Communication Types Page.....	310
64.2	Edit Communication Types Page.....	311
64.3	Add Communication Types Page .....	312
<b>65</b>	<b>DISABILITIES .....</b>	<b>313</b>
65.1	Edit Disabilities Page .....	315
65.2	Delete Disabilities Page .....	316
65.3	Add Disabilities Page.....	317
<b>66</b>	<b>EDUCATION LEVELS .....</b>	<b>318</b>
66.1	Edit Education Levels Page .....	320
66.2	Delete Education Levels Page.....	321
66.3	Add Education Levels Page .....	322
<b>67</b>	<b>RACES .....</b>	<b>323</b>
67.1	Edit Races Page.....	325
67.2	Delete Races Page.....	326
67.3	Add Races Page .....	327
<b>68</b>	<b>ETHNIC GROUPS.....</b>	<b>328</b>
68.1	Edit Ethnic Groups Page.....	330
68.2	Delete Ethnic Groups Page .....	331
68.3	Add Ethnic Groups Page.....	332

<b>69</b>	<b>INCOME INTERVALS.....</b>	<b>333</b>
69.1	Edit Income Intervals Page .....	335
69.2	Delete Income Intervals Page.....	336
69.3	Add Income Intervals Page .....	337
<b>70</b>	<b>LANGUAGES.....</b>	<b>338</b>
70.1	Edit Languages Page .....	340
70.2	Delete Languages Page .....	341
70.3	Add Languages Page.....	342
<b>71</b>	<b>PRIORITIES .....</b>	<b>343</b>
71.1	Edit Priorities Page .....	345
71.2	Delete Priorities Page.....	346
71.3	Add Priorities Page .....	347
<b>72</b>	<b>RISK FACTOR TYPES .....</b>	<b>348</b>
72.1	Edit Risk Factor Types Page .....	350
72.2	Delete Risk Factor Types Page .....	351
72.3	Add Risk Factor Types Page.....	352
<b>73</b>	<b>RISK FACTORS.....</b>	<b>353</b>

## REVISION HISTORY

The chart below indicates revisions made to this document:

<b><u>Version</u></b>	<b><u>Name</u></b>	<b><u>Brief Description of Change</u></b>	<b><u>Published</u></b>
1.0	Chris Walker	Initial Draft	03-31-2015
1.1	Chris Walker	Edits in response to Maximus review.	05-28-2015
1.2	Chris Walker	Edits in response to Maximus review.	06-05-2015
1.3	Chris Walker	Additional Detail added to the Appointment Scheduling fields of Figure 30.	06-05-2015

# 1 OVERVIEW

This document is a Detailed Functional Design Document (DFDD) for the System Administration components of HANDS. This document discusses system administration functions that are general to the HANDS application. System Administration functions that are pertinent to a specific HANDS feature can be found within the DFDD document dedicated to that feature's subject matter as described below:

- **HANDS DFDD Appointment Scheduler**

- Class Categories
- Columns
- Items
- Nutr. Dis. Group Names
- Services

- **HANDS DFDD EnrollandCert**

- BMI Weight Gain
- Blood Work Types
- Categories
- Category Blood Work Factors
- Category Blood Works
- Disabilities
- Education Levels
- Elevations
- Income Intervals
- Income Levels
- Income Verifications
- Languages
- NCHS Classifications
- NCHS Data
- NCHS Types
- Origins
- Pending Lab Codes
- Proof Addresses
- Proof Identities
- Races



- Race Ethnicities
- Ranges
- Reasons Not Linked
- Reasons Not Present
- Risk Factor Types
- Risk Factors (WIC Codes)
- Term. Reasons
- Voter Registration
- Weight Height Ranges
- **HANDS DFDD Farmers Market**
  - Coupon Funds
  - Findings
  - Funding Sources
- **HANDS DFDD Food Package LA**
  - FB Lookup
  - Void Un-Issued Food Benefits
  - Un-Void Food Benefits
- **HANDS DFDD Food Package State**
  - Age Ranges
  - Cash Values
  - Containers
  - Formula Bases
  - Units of Measure
  - Food Groups
  - Food Subcategory
  - Food Items
  - Maximum Foods
  - Prorations
  - Food Package Categories
  - Food Packages
  - Void Reasons
  - FB Lookup

- Un-Void Food Benefits
  - Void Un-Issued Food Benefits
- **HANDS DFDD Immunizations**
  - Immunizations Not Assessed
- **HANDS DFDD Nutrition Education**
  - Risk Factor Types
  - Risk Factors
  - Nutrition Education Types
  - Note Types
- **HANDS DFDD Operations Management**
  - Clinic Closed Reasons
  - Outreach Comm Types
  - Outreach Org. Types
  - Programs
  - Staff Titles
  - Time Study Categories
  - Title Categories
- **HANDS DFDD PI Clinic**
  - Resolve Dual Enrollment
  - Dual Enrollment Extracts
- **HANDS DFDD Vendor**
  - Application Milestone
  - Application Types
  - Bank Branches
  - Communication Types
  - Delivery Types
  - Disqualification Reasons
  - Education Locations
  - Education Trainers
  - Education Courses
  - FSP Regional Offices
  - Legal Rep Firms

- Milestone Types
- Owner Types
- Peer Groups
- Risk Factors
- Risk Levels
- Sanction Type Codes
- Statutes
- Step Types
- Terminations
- Vendor Types
- Violation Actions
- Violation Codes
- WIC Codes
- **HANDS DFDD PI DFDD**
  - Activity Types
  - Appeal Reason Codes
  - Case Statutes
  - Collection Types
  - Complaint Source Types
  - Complaint Statutes
  - Complaint Subjects
  - Compliance Case Designations
  - Compliance Case Types
  - Finding Codes
  - Health Violations
  - Hearing officer Types
  - Legal Firms
  - Legal Representatives
  - Reasons Not Held
  - Sanction Types
  - Suspension Reasons
- **HANDS DFDD Finance**

- Caseload Types
- Document Types
- Fund Types
- Fund Sources
- Fund Uses
- Fund Income Reasons
- Poverty Reasons
- Poverty Levels
- Rebate Invoice Status
- Wait List Responses

## 2 SYSTEM LOG VIEWER

The System Log Viewer allows a user to search for and review the detail of error events logged by HANDS.

Navigation Path: Sys Admin / Help Desk / System Log Viewer

System Log Viewer

Server Name:  Ticket Number:  Class Name:

Service Name:  Method Name:

Start Date:  End Date:

System Error Logs

Error ID	Ticket Number	Severity	Server Name	Error Date	Class Name	Browser Version	
1568	20141126_8001	3	PQWWBWV00	11/26/2014	NA	NA	<input type="checkbox"/>
1570	20141126_8003	3	PQWWBWV00	11/26/2014	NA	NA	<input type="checkbox"/>
1572	20141126_8005	3	PQWWBWV00	11/26/2014	NA	NA	<input type="checkbox"/>
1588	20141126_8015	3	PQWWBWV01	11/26/2014	NA	NA	<input type="checkbox"/>
1590	20141126_8017	3	PQWWBWV01	11/26/2014	NA	NA	<input type="checkbox"/>
1592	20141126_8019	3	PQWWBWV01	11/26/2014	NA	NA	<input type="checkbox"/>
1581	20141126_800E	3	PQWWBWV01	11/26/2014	NA	NA	<input type="checkbox"/>
1582	20141126_800F	3	PQWWBWV01	11/26/2014	NA	NA	<input type="checkbox"/>
1583	20141126_8010	3	PQWWBWV01	11/26/2014	NA	NA	<input type="checkbox"/>
1584	20141126_8011	3	PQWWBWV01	11/26/2014	NA	NA	<input type="checkbox"/>

Row count: 10 Showing 1-10 of 37

Search Reset

Figure 1: System Log Viewer

Fields:

- **Server Name** – The Server Name where the error event occurred.
- **Ticket Number** – The system generated ticket number assigned to the error event.
- **Class Name** – The name of the class reporting the error event.
- **Service Name** – The name of the service reporting the error event.
- **Method Name** – The name of the method reporting the error event.
- **Start Date** – The Start and End date make up a date range to search for reported error events.


*Note 1 – The Start Date is included in the error event search range.*

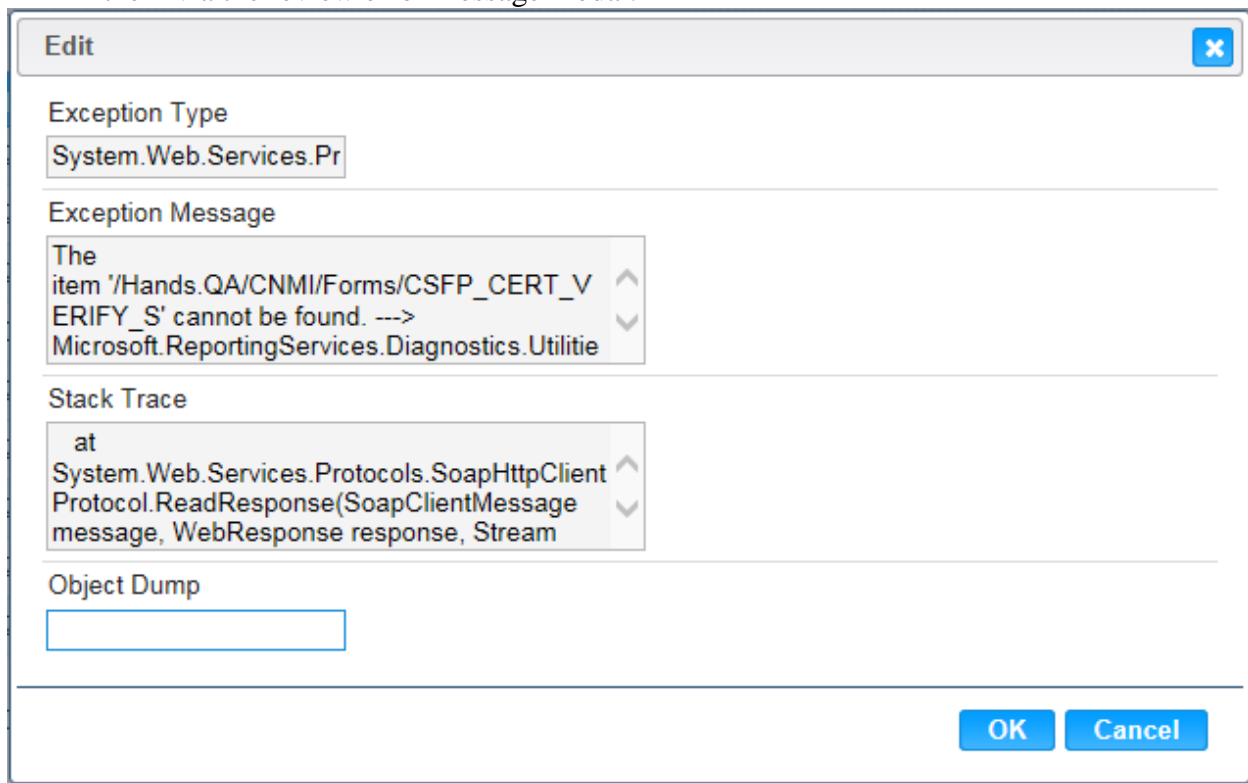
*Note 2 – Leave the End Date blank to search for records through the current date. A Start Date is required in order for the retrieved records to be filtered by the date range, regardless of if an End Date is provided or not.*

- **End Date** – The Start and End date make up a date range to search for reported error events.

*Note – Search results are retrieved for events occurring with an actual date that is Greater Than or Equal to the Start Date and Less Than the End Date. For example if the Start Date is set to 11/25/14 and the End Date is set to 11/27/14, results will be filtered to include error events that occurred on 11/25/14 or 11/26/14, and will NOT include error events occurring on 11/27/14.*

#### System Error Logs (Search Grid):

- **Error ID** – A system generated unique ID assigned to the error event.
- **Ticket Number** – The system generated ticket number assigned to the error event.
- **Severity** – A system generated severity level assigned to the error event.  
*Note – There are 3 Severity levels:*
  - **Information** – General data collection information
  - **Warning** – A system event detected that did not result in a loss of service(s)
  - **Error** – A system event detected resulting in a loss of service(s)
- **Service Name** – The name of the service reporting the error event.
- **Error Date** – The date when the error occurred.
- **Class Name** – The name of the class reporting the error event.
- **Browser Version** – The version of the browser that was running at the time the error event occurred.
-  **(Select Icon)** – The Select ICON will retrieve the details of an error event and display them via the review error message modal.



The screenshot shows a modal window titled "Edit" with a close button (X) in the top right corner. The modal contains the following sections:

- Exception Type:** A text box containing "System.Web.Services.Pr".
- Exception Message:** A text box containing "The item '/Hands.QA/CNMI/Forms/CSFP\_CERT\_V ERIFY\_S' cannot be found. ---> Microsoft.ReportingServices.Diagnostics.Utilitie".
- Stack Trace:** A text box containing "at System.Web.Services.Protocols.SoapHttpClient Protocol.ReadResponse(SoapClientMessage message, WebResponse response, Stream".
- Object Dump:** An empty text box.

At the bottom right of the modal are two buttons: "OK" and "Cancel".

*Figure 2: Log View Details Page*

- **Exception Type** – The exception type assigned to the error event by the system.
- **Exception Message** – The exception message assigned to the error event by the system.
- **Stack Trace** – A report of the active stack frames captured at the time of the error event.
- **Object Dump** – The string representation of the object instance experiencing the error event.
- **OK** – Return to the System Log Viewer main page.
- **Cancel** – Return to the System Log Viewer main page.

*Buttons:*

- **Search** – Execute a search of the log events and fill the results in the System Log Viewer Search Grid.
- **Reset** – Clear the entered search criteria and search grid.

*Calculation(s): None*

*Background Processes: None*

### 3 ROLE CONFIGURATION

Users with System Administrator privileges can use the Role base table to configure read/write access to HANDS secured objects (Screens/Functions) by role type.

*Navigation Path: Sys Admin / Security / Role Configuration*

**Role Configuration**

Filter By Role Name  
ADMIN\_UNVOID

Security Features for Selected Role + Add

Secured Object	Permission		
CAN ACCESS APPOINTMENTS 10/20 DAY RULE REPORT.	WRITE		
CAN ACCESS CASELOAD BY FISCAL MONTH AND CATEGORY REPORT.	READ		
CAN ACCESS ALL THE TEMPLATES SCREEN AND CLINIC CALENDAR SETUP.	READ		

Save Reset

*Figure 3: Role Configuration*

*Fields:*

- **Filter By Role Name** – Select the Role Name from the drop down list. The search grid displays Secured Object permissions already linked to the selected Role Name.
- + Add (**Add Secured Object**) – The Add Secured Object modal is displayed allowing the user to add access to a new Secured Object for the chosen Role name.




*Figure 4: Add Secured Object Page*

- **Secured Object** – A dropdown list of the available Secured Objects of which permissions can be assigned to this Role Name.
- **Permission** – A dropdown list allowing the user to choose the level of permission to be granted.


*Note – The Valid Permission values:*

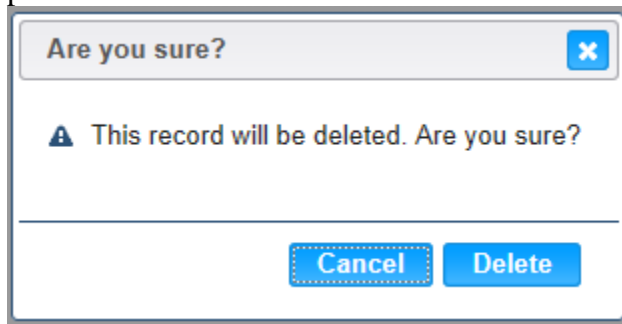
- **Read** – Ability to view the secured object, but cannot make modifications.
- **Write** – Ability to both view and modify the data associated with a secured object.
- **OK** – Navigation is switched to the Role Configuration main page, with the newly added permission listed, but not yet saved for the selected Role Name.
- **Cancel** – Navigation is switched to the Role Configuration main page, without modifying the permissions list available for the selected Role Name.

#### **Security Features for Selected Role (Search Grid):**

- **Secured Object** – The name of the Secured Object that users assigned to this Role Name will have access to.
- **Permission** – The level of access, (Read and/or Write) granted to the Role Name for the Secured Object.
-  **(Edit Icon)** – Displays the Edit permission modal, allowing a user to modify the permission access for the selected Role Name.

*Figure 5: Edit Secured Object Page*

-  **(Delete Icon)** – Displays the Delete permission modal, allowing a user to delete the permission access from the selected Role Name.



*Buttons:*

- **Save** – Saves edit operations (Add, Modify or Delete) made to the list of permissions associate with the selected Role Name.
- **Reset** – Clears edit operations (Add, Modify or Delete) made to the list of permissions but not yet saved, and loads a fresh Role Configuration page.

*Calculation(s): None*

*Background Processes: None*

## 4 DEFAULT TITLE ROLES


Users with System Administrator privileges can use the Default Title Roles base table to associate Role Names<sup>1</sup> (role types) with user titles.

*Navigation Path: Sys Admin / Security / Default Title Roles*

The screenshot displays the 'Default Title Roles' configuration page. At the top, a navigation bar includes tabs for Home, Sys Admin (selected), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar, the 'Default Title Roles' section is highlighted. It features a dropdown menu for '\*Title' with 'AS:ADMINISTRATIVE SUPPORT' selected. Underneath, a table titled 'Default Roles' is shown, with a '+ Add' button in the top right corner. The table has two visible rows: 'ADMIN\_UNVOID' and 'Appointment Scheduler Override', each with a trash icon in the right margin. At the bottom right of the page, there are 'Save' and 'Reset' buttons.

*Figure 6: Default Title Roles*

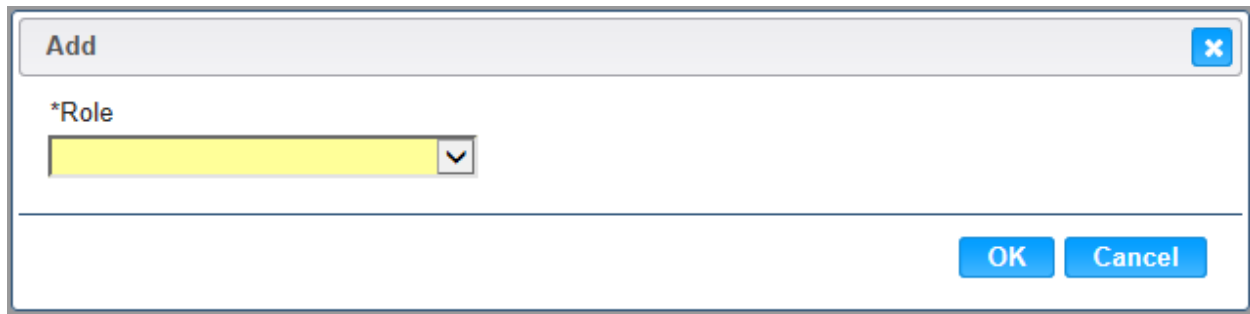
*Fields:*

- **Title** – Select a Title Role from the drop down list. The search grid displays the available Role Names<sup>2</sup> associated with the selected Title Role.
-  **(Add Role Name)** – The Add Role Name modal is displayed allowing the user to add a Role Name<sup>3</sup> to the selected Title Role type.

<sup>1</sup> Refer to section 2, Role Configuration for details

<sup>2</sup> Refer to section 2, Role Configuration for details

<sup>3</sup> Refer to section 2, Role Configuration for details




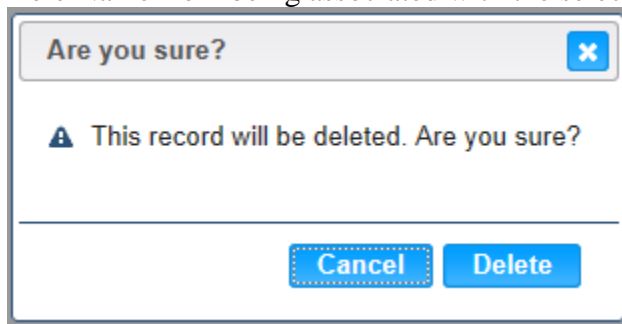
The dialog box has a title bar with the text "Add" and a close button (X). Below the title bar is a label "\*Role" followed by a yellow dropdown menu. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

*Figure 7: Add Title Role Page*

- **Role** – A dropdown list of available Role Names. Required.
- **OK** – Navigation is switched to the Default Title Roles Configuration main page, with the newly added Role Name listed, but not yet saved for the selected Title.
- **Cancel** – Navigation is switched to the Default Title Roles Configuration main page, without modifying the Default Roles search grid associated with the selected Title.

**Default Roles (Search Grid):**

- **Role** – The Role Name associated with the selected Title.
-  **(Delete Icon)** – Displays the Delete Role Name modal, allowing a user to delete the Role Name from being associated with the selected Title.



The modal dialog box has a title bar with the text "Are you sure?" and a close button (X). Below the title bar is a warning icon (triangle with exclamation mark) followed by the text "This record will be deleted. Are you sure?". At the bottom of the dialog box are two buttons: "Cancel" and "Delete".


*Buttons:*

- **Save** – Saves edit operations (Add or Delete) made to the list of Role Names associated with the selected Title.
- **Reset** – Clears edit operations (Add or Delete) made to the list of Role Names but not yet saved, and loads a fresh Default Title Roles page.

*Calculation(s): None*

*Background Processes: None*



-  **(Delete Icon)** – When selected navigation will switch to the Delete Cities Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Cities page.

*Calculation(s): None*

*Background Processes:*

1. *When Save is selected, there is a validation that the Description field is populated.*

## 5.1 Edit Cities Page

**Cities**

Description  
LITTLE TUCSON

Note

Save Reset

*Figure 9: Edit Cities Page*

## 5.2 Delete Cities Page

The screenshot displays the 'Delete Cities' page within the HANDS WIC System. At the top, a navigation bar contains tabs for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar, a 'Back to List' button is visible. The main content area is titled 'Cities' and contains the following text:

**Are you sure you want to delete this record?**

Description  
LITTLE TUCSON

Note

Below the 'Note' label is a large, empty text area for additional comments. At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 10: Delete Cities Page*





### 5.3 Add Cities Page

The screenshot displays the 'Add Cities' page within the HANDS WIC System's System Administration module. The navigation bar at the top includes tabs for Home, Sys Admin (the active tab), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. A 'Back to List' button is positioned below the navigation bar. The main content area is titled 'Cities' and contains a form with two input fields: a text field for 'Description' and a larger text area for 'Note'. The 'Save' and 'Reset' buttons are located at the bottom right of the form.

*Figure 11: Add Cities Page*



-  (**Edit Icon**) – When selected navigation will switch to the Edit States Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete States Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add States page

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates there is a value in the Description field.*
2. *On Add, the system validates there are values in the State ID and Description field.*

## 6.1 Edit States Page

The screenshot displays the 'Edit States Page' within the HANDS WIC System. The interface includes a top navigation bar with the following tabs: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. The 'Sys Admin' tab is currently selected. Below the navigation bar, there is a 'Back to List' button. The main content area is titled 'States' and contains the following fields:

- State ID:** AL
- \*Description:** ALABAMA
- Note:** A large text area for additional information.

At the bottom right of the form, there are two buttons: 'Save' and 'Reset'.

*Figure 13: Edit States Page*

## 6.2 Delete States Page

The screenshot displays the 'Delete States Page' within the HANDS WIC System's System Administration module. The top navigation bar includes links for Home, Sys Admin (active), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar, a 'Back to List' button is visible. The main content area is titled 'States' and contains a confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'State ID' is listed as 'AL'. The '\*Description' field is highlighted in yellow and contains the text 'ALABAMA'. A 'Note' text area is present below the description field. At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 14: Delete States Page*

## 6.3 Add States Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**States**

\*State ID

\*Description

Note


Save Reset

*Figure 15: Add States Page*

## 7 COUNTIES

The Counties base table allows the configuration of available counties to be available when setting up geographic location via the Geo Locations base table<sup>6</sup>.

*Navigation Path: Sys Admin / Location / Counties*

<div>  <span>Home</span> <span>Sys Admin</span> <span>Ops Mgmt</span> <span>WIC Services</span> <span>CSFP Services</span> <span>Scheduling</span> <span>Farmers' Market</span> <span>Finance</span> <span>Vendor</span> <span>Program Integrity</span> <span>Reports</span> </div>										
Counties										
Counties										
Ss State ID	County Code	Description	Cdc County Code	Date Created	Created By	Date Modified	Modified By	Note		
IL	1	COOK	01	02/10/2014	MADAJ					
MI	1	OAKLAND	00	02/28/2006	SETNESR	06/15/2009	SETNESR			
MN	1	HENNEPIN	00	03/01/2006	SETNESR	06/15/2009	SETNESR			
NM	1	SANTA FE	001	02/03/2014	MADAJ					
NY	1	SCHOHARIE	SCH	09/16/2014	BGRAVES					
AR	2	OAKLAND	00	01/01/2009	SMK	06/15/2009	SETNESR			
AZ	2	COCHISE	02	01/07/2000	ARIZONA					
IL	2	DUPAGE	02	02/11/2014	MADAJ	02/11/2014	MADAJ	added per A. Giles request 02/11/14		
MN	2	WRIGHT COUNTY	00	09/29/2009	WICADM					
AZ	3	COCONINO	03	01/07/2000	ARIZONA					
<div> <span>&lt;</span> <span>&gt;</span> </div>										Page 7 of 10
<div>Add</div>										



**Figure 16: Counties**

*Fields:*

- **Ss State ID**<sup>7</sup> – The 2 character state abbreviation code.
- **County Code** – A user defined string representing the county.
- **Description** – The name of the County.
- **Cdc County Code** – The 3 digit ID assigned to the county by the Center for Disease Control.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.

<sup>6</sup> Refer to section 8, Geo Locations for details

<sup>7</sup> Refer to section 6, States for details

- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Counties Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Counties Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Counties page

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates a value is entered in the Description and Cdc County Code fields.*
2. *On Add, the system validates a value is entered in the Ss State ID, County Code, Description, and Cdc County Code fields.*



## 7.1 Edit Counties Page

**Counties**

Ss State ID  
IL

County Code  
1

\*Description  
COOK

\*Cdc County Code  
01

Note

Save Reset

*Figure 17: Edit Counties Page*

## 7.2 Delete Counties Page

Hands WIC System

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

**Counties**

Are you sure you want to delete this record?

Ss State ID  
IL

County Code  
1

\*Description  
COOK

\*Cdc County Code  
01

Note

*Figure 18: Delete Counties Page*

### 7.3 Add Counties Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Counties**

\*Ss State ID  
NOT SET

\*County Code  
0

\*Description

\*Cdc County Code

Note


Save Reset

*Figure 19: Add Counties Page*

## 8 ZIPS

The Zips base table allows the configuration of available zip codes to be available when setting up geographic location via the Geo Locations base table<sup>8</sup>.

*Navigation Path: Sys Admin / Location / Zips*

-  (**Delete Icon**) – When selected navigation will switch to the Delete Zip Codes Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Zip Codes page

*Calculation(s): None*

*Background Processes:*

1. *On Add, the system validates there is a value in the ZIP field.*

## 8.1 Edit Zip Codes Page

**Hands WIC System** | Home | **Sys Admin** | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Farmers' Market | Finance | Vendor | Program Integrity | Reports | Help

[Back to List](#)

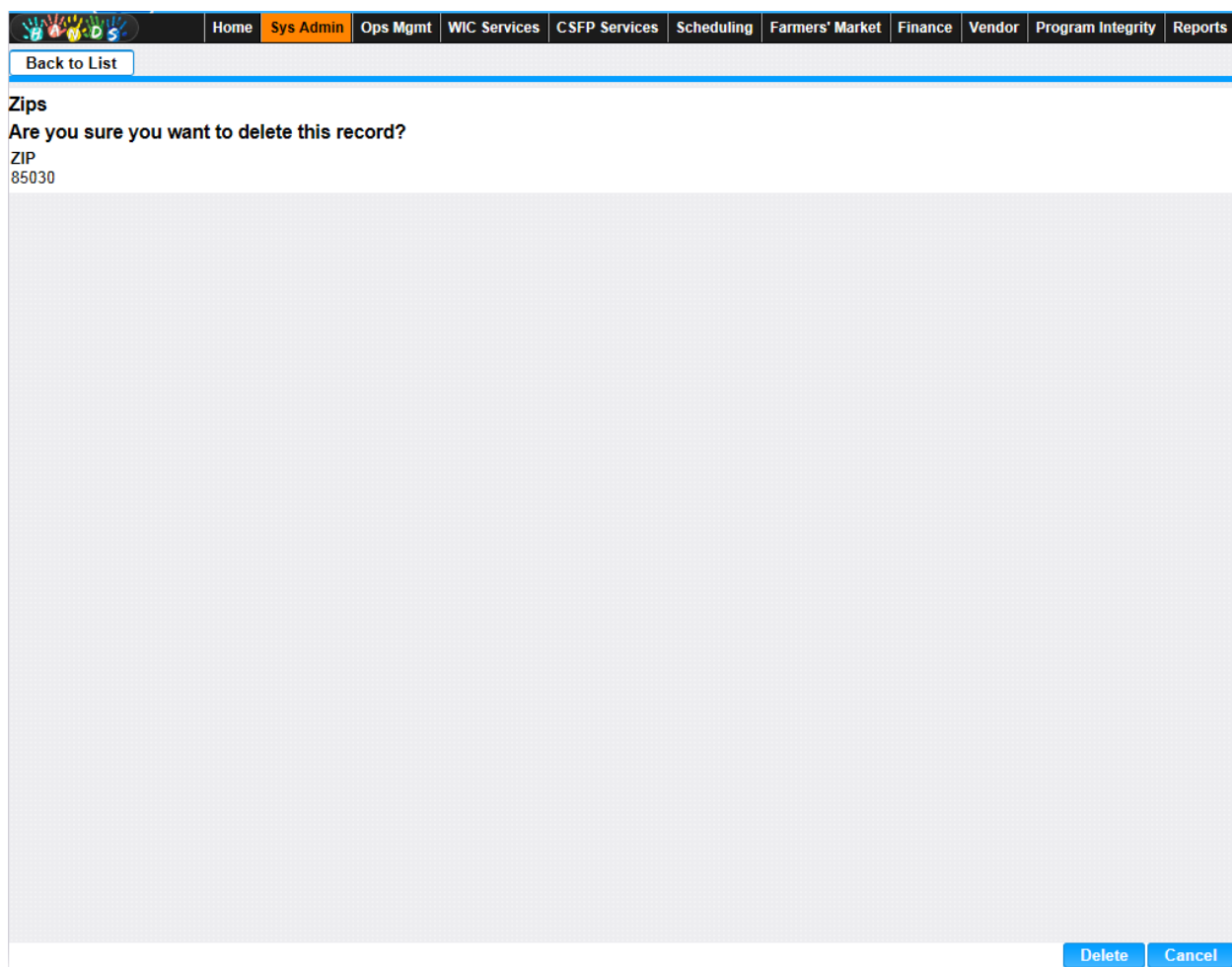
**Zips**

ZIP  
85030

[Save](#) [Reset](#)

*Figure 21: Edit Zip Codes Page*

## 8.2 Delete Zip Codes Page



*Figure 22: Delete Zip Codes Page*

### 8.3 Add Zip Codes Page

The screenshot displays the 'Add Zip Codes' page within the HANDS WIC System's System Administration module. The navigation bar at the top includes tabs for Home, Sys Admin (the active tab), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. A 'Back to List' button is positioned below the navigation bar. The main content area is titled 'Zips' and contains a label '\*ZIP' followed by a large yellow input field for entering zip codes. At the bottom right of the page, there are 'Save' and 'Reset' buttons.





















*Figure 23: Add Zip Codes Page*



## 9 GEO LOCATIONS

The Geo Locations base table allows the configuration of geographic locations. The geographic location information is used to offer predictive City and Zip code text throughout HANDS to help users when entering address locations.

*Navigation Path: Sys Admin / Location / Geo Locations*

HANDS											
Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports											
Geo Locations											
Geo Locations											
Geo Location ID	Sc Description	Sc4 Ss State ID	Sc4 County Code	Sz Zip5	Ss State ID	Date Created	Created By	Date Modified	Modified By	Note	
88	SPRINGERVILLE	AZ	1	85938	AZ	03/12/2001	ARIZONA	09/23/2002	WICADM		 
89	VERNON	AZ	1	85940	AZ	03/12/2001	ARIZONA	04/23/2001			 
90	BENSON	AZ	2	85602	AZ	03/12/2001	ARIZONA	04/23/2001			 
91	REDINGTON	AZ	2	85602	AZ	03/12/2001	ARIZONA	04/23/2001			 
92	BISBEE	AZ	2	85603	AZ	03/12/2001	ARIZONA	04/23/2001			 
93	COPPER QUEEN	AZ	2	85603	AZ	03/12/2001	ARIZONA	09/16/2014	JSURLS		 
94	LOWELL	AZ	2	85603	AZ	03/12/2001	ARIZONA	04/23/2001			 
95	SOUTH BISBEE	AZ	2	85603	AZ	03/12/2001	ARIZONA	04/23/2001			 
96	SUNSET ACRES	AZ	2	85603	AZ	03/12/2001	ARIZONA	04/23/2001			 
97	TINTOWN	AZ	2	85603	AZ	03/12/2001	ARIZONA	04/23/2001			 
< >											Page 1 of 96
Add											

*Figure 24: Geo Locations*



*Fields:*

- **Geo Location ID** – A system generated ID used to uniquely identify a geographic location.
- **Sc Description**<sup>9</sup> – The City of the geographic location
- **Sc4 Ss State ID** – The State abbreviation code of the geographic location
- **Sc4 County Code**<sup>10</sup> – The County Code of the geographic location
- **Sz Zip5**<sup>11</sup> – The zip code of the geographic location

<sup>9</sup> Refer to section 4, Cities for details

<sup>10</sup> Refer to section 6, Counties for details

<sup>11</sup> Refer to section 7, Zips for details

- **Ss State ID**<sup>12</sup> – The 2 character state abbreviation code.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Geo Locations Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Geo Locations Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Geo Locations Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit and Add, the system validates there is a value entered in the Sc Description, Sc4 Ss State ID, Sc4 County Code, Sz Zip5, and Ss State ID fields.*

---

<sup>12</sup> Refer to section 5, States for details

## 9.1 Edit Geo Locations Page

The screenshot displays the 'Edit Geo Locations Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Geo Locations' and contains the following fields:

- Geo Location ID: 30
- \*Sc Description: HUBBELL TRADING POST NATIONA (dropdown menu)
- \*Sc4 Ss State ID: AZ (dropdown menu)
- \*Sc4 County Code: SCHOHARIE (dropdown menu)
- \*Sz Zip5: 86505 (dropdown menu)
- \*Ss State ID: ARIZONA (dropdown menu)
- Note: A large text area for additional information.

At the bottom right of the form, there are 'Save' and 'Reset' buttons.

*Figure 25: Edit Geo Locations Page*

## 9.2 Delete Geo Locations Page

Back to List

**Geo Locations**

Are you sure you want to delete this record?

Geo Location ID  
30

\*Sc Description  
HUBBELL TRADING POST NATIONA

\*Sc4 Ss State ID  
AZ

\*Sc4 County Code  
SCHOHARIE

\*Sz Zip5  
86505

\*Ss State ID  
ARIZONA

Note

Delete Cancel

*Figure 26: Delete Geo Locations Page*

### 9.3 Add Geo Locations Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

#### Geo Locations

\*Sc Description  
NOT SET

\*Sc4 Ss State ID  
NOT SET

\*Sc4 County Code  
UNKNOWN

\*Sz Zip5  
NOT SET

\*Ss State ID  
NOT SET

Note

Save Reset

*Figure 27: Add Geo Locations Page*

## 10 ADD FORMS

Formal Documents and Forms can be made available to HANDS via the Add Forms base table.

*Navigation Path: Sys Admin / System Administration / Add Forms*

**Add Forms**

\*File Name  \*Communication Type  \*Module Name

\*Archive Location  Active ☒ Yes ☐ No

Make sure that the documents being uploaded have the appropriate variables prior to upload

English Document

Spanish Document

\*Description


Document ID	File Name	Description	Date Created
422	CSFP NOTICE OF INELIGIBILITY	CSFP NOTICE OF INELIGIBILITY FORMS	3/6/2014
400	APPOINTMENT NOTICE	APPOINTMENT NOTICE FORMS	3/6/2014
401	CSFP NOTICE TO REAPPLY FORM	CSFP NOTICE TO REAPPLY FORMS	3/6/2014
403	CARE PLAN FORM	CARE PLAN FORM	3/6/2014
405	HOSPITAL GRADE DE BP RELEASE	HOSPITAL GRADE DE PE FORMS	3/6/2014
407	PEER COUNSELOR REFERRAL	PEER COUNSELOR REFERRAL	3/6/2014
408	APPOINTMENT RESCHEDULED NOTICE	APPOINTMENT RESCHEDULED NOTICE	4/22/2014
402	CSFP ONSITE APPLICATION FORM	CSFP ONSITE APPLICATION FORM	3/6/2014

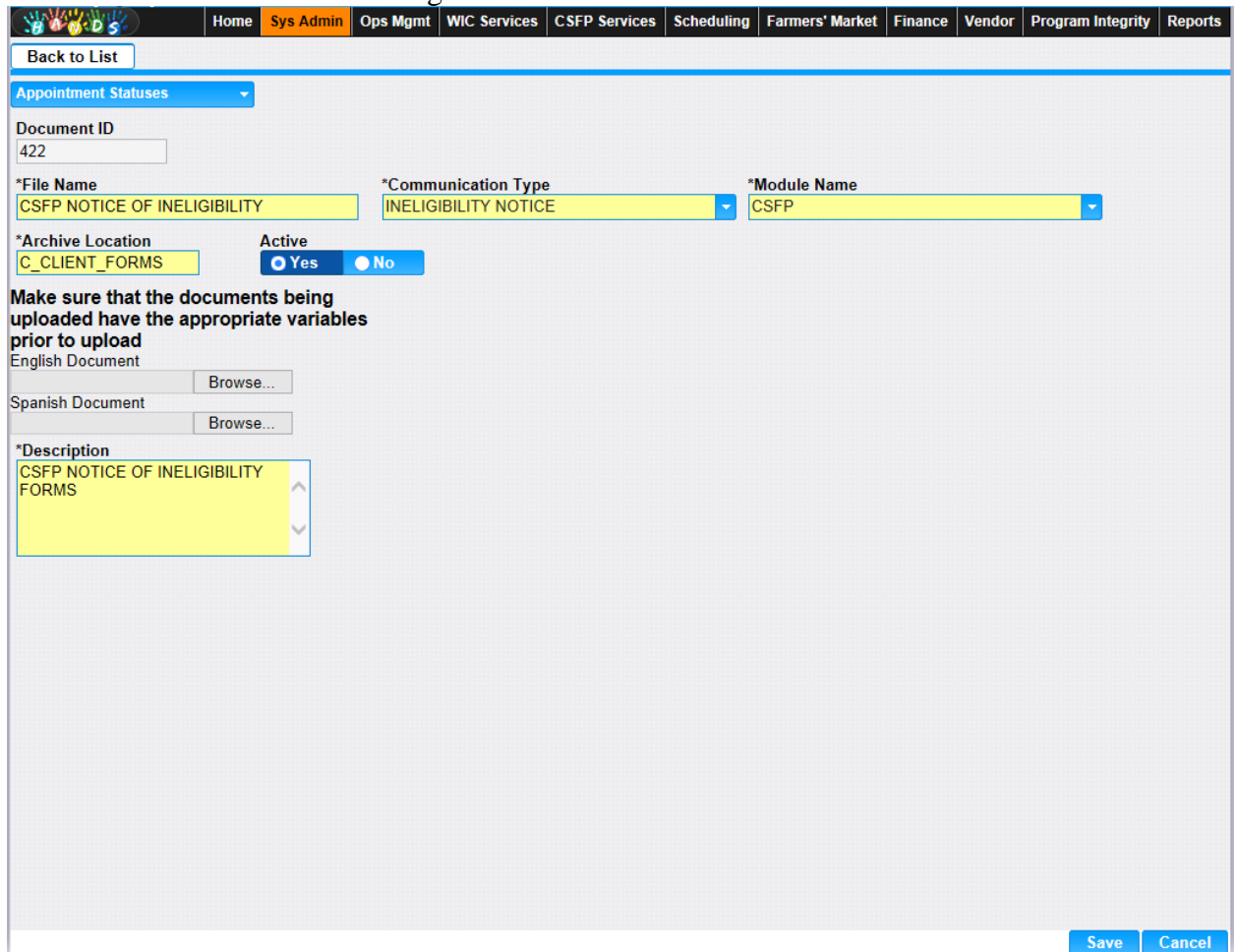
*Figure 28: Add Forms*

*Fields:*


- **File Name** – The File Name associated with the form to be uploaded to HANDS.
- **Communication Type** – The type of communication represented by the form to be uploaded to HANDS.
- **Module Name** – The HANDS module where the form should be made available.
- **Archive Location** – The location where HANDS will store the form.
- **Active** – Select “Yes” to make the form active and “No” to make it inactive.
- **English Document (Browse)** – Browse for the English version of the document and choose Open to set the source file location and file name.
- **Spanish Document** – Browse for the Spanish version of the document and choose Open to set the source file location and file name.
- **Description** – A verbose description of the form

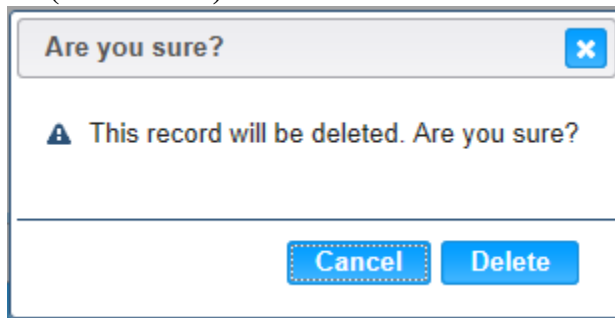
**Current Forms (Grid):** Lists the forms already uploaded to HANDS

- **Document ID** – The unique ID assigned to the form by HANDS at the time the document was uploaded.
-  **(File Name)** – Choose the Edit icon to navigate to the Edit screen pre-populated with the details of the record for editing



*Figure 29: Edit File Name Page*

- **Description** – The verbose description of the form
- **Date Created** – The date when the record was created.
-  **(Delete Icon)** – When selected the delete record modal will be displayed



*Buttons:*

- **Save** – The Save button uploads a new form to HANDS, as configured via the top section of this Add Forms page
- **Reset** – The Reset button clears unsaved edits and refreshes the Add Forms page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit and Add, the system validates there is a value in the File Name, Communication Type, Module Name, Archive Location, and Description fields.*



## 11 STATE CONFIGURATION SETTINGS

The State Configuration Settings base table allows a system administrator to configure system wide properties of HANDS.

*Navigation Path: Sys Admin / System Administration / State Configuration Settings*

**State Configuration Settings**

**General**

\*State ID Number: 1234567

\*State Description: ARIZONA

\*Report Header: ARIZONA

\*Address Label: 150 N. 18TH AVE., SUITE 310

\*City Label: PHOENIX

☒ CSFP Flag ☒ FMNP Flag

**Certification**

☒ Voter Registration ☐ Origins Flag ☐ Data Sharing

**Food Benefits**

\*Overlap Period: 15

☐ Proration ☒ Starter Package Proration ☐ Program Forms

**Appointment Scheduling**

☒ Appointment Reminder - Text ☒ Appointment Reminder - Email

**Vendor/PI Vendor**

☐ Sanction Points ☐ Health Permit ☒ Vendor Web Admin

**Farmers Market Coupons**

Checks Per Book: 10

Coupon Amount: 3

Coupon Description: NOT REDEEMABLE IN GROCERY STORES  
NO SE PUEDE USAR EN SUPERMERCADOS  
Valid for purchase of LOCALLY grown fresh fruits & vegetables only.

**Finance**

☒ Use Divisibility

**Help Desk**

Help Desk Phone Number: (855) 432-7220

☐ Show Stack Traces

**Save Reset**

*Figure 30: State Configuration Settings*

*Fields:*

### General:

- **State ID Number** – The FNS assigned State Identification number.
- **State Description** – The name of the state agency; this name is what will appear on reports throughout HANDS.
- **Report Header** – The report header that is printed and displayed on all HANDS reports.
- **Address Label** – The address label that is printed and displayed by HANDS.

- **City Label** – The label used by HANDS to designate a city, village or other geographic area.
- **CSFP Flag** – Check the CSFP Flag to enable the Commodity Supplemental Food Program functionality within HANDS for the State Agency.
- **FMNP Flag** – Check the FMNP Flag to enable the Farmer’s Market Nutrition Program functionality with HANDS for the State Agency.

#### **Certification:**

- **Voter Registration** – Check the Voter Registration Flag to enable the voter registration functionality within HANDS for the State Agency.
- **Origins Flag** – Check the Origin Flag to enable the origins functionality within HANDS for the State Agency.
- **Data Sharing** – Check the Data Sharing Flag to enable the data sharing functionality within HANDS for the State Agency.

#### **Food Benefits:**

- **Overlap Period** – The number of days to use to calculate the overlap period for proration calculations.
- **Proration** – Allows the state to reduce food quantities for participants who pick up food prescriptions after the first date to use.
- **Starter Package Proration** – Allows the state to reduce food quantities within a new participant’s starter package after the first date to use of the participants family. IE, Issue what remains for this participant this month and align the pickup date with the rest of the family for all subsequent pickups.
- **Program Forms** – Check the Program Forms Flag to force the issuance of program forms when issuing food benefits.

#### **Appointment Scheduling:**

- **Appointment Reminder – Text** – Check the Appointment Reminder – Text field in order to allow HANDS to send appointment reminder text messages.  
*Note 1 – A Client must have a cell phone number (cell phone type) configured and the Appointment Reminder Preference “Text” box enabled in order to receive appointment reminders via text message.*
- **Appointment Reminder – Email** – Check the Appointment Reminder – Email field in order to allow HANDS to send appointment reminder email messages.

*Note – The Text and Email Appointments Reminder job needs to be scheduled. This is done via the configuration file that runs the Windows Service that accomplishes the actual sending of the data to OCN, the SMS provider or Email server. Here is an example (this handles SMS and email):*

```
<add name="AppointmentReminderProd"
type="Hands.Services.Jobs.AppointmentReminder.AppointmentReminderJob,
Hands.Services.Jobs" environment="Production" startHour="10" startMinute="0"
hourFrequency="24" minuteFrequency="0">
  <jobData>
    <add name="SMTPHost" value="smtp.wic.local"></add>
  </jobData>
</add>
```

*Note: The time is configurable in the job setup, however, OCN will not send the actual texts prior to 8AM AZ time (they can receive them, but will not send until 8AM)*

*Assumption: The Production environment variable in the job above points to a connection string also within the config file. It is assumed that the EOD server where the service runs has access to the HNDAZ database.*

*Caveat: The Windows Service, “HANDS Appointment Reminder Service”, needs to be stopped when the job is added and then restarted afterward.*

**Vendor/PI Vendor:**

- **Sanction Points** – Check the Sanction Points Flag to enable the HANDS Vendor Management module to make use of the HANDS Sanction Points functionality for the State Agency.
- **Health Permit** – Check the Health Permit Flag to enable the HANDS Vendor Management module to make use of the HANDS Health Permit functionality for the State Agency.
- **Vendor Web Admin** – Check the Vendor Web Admin Flag to enable the HANDS Vendor Management module Follow-up Required fields for the State Agency.

**Farmers Market Coupons:**

- **Checks Per Book** – The maximum number of checks that can be issued.
- **Coupon Amount** – The maximum amount a single check can be issued for.

**Finance:**

- **Use Divisibility** – Check the Use Divisibility Flag to enable the HANDS Finance module to make use of the Divisibility functionality for the State Agency.

**Help Desk:**

- **Help Desk Phone Number** – The contact number of the State Agency Help Desk.
- **Show Stack Traces** – Enable the Show Stack Traces Flag to enable the generation of stack trace information when logging system error events.

**Buttons:**

- **Save** – The Save button will save edits made to the State Agency configuration.
- **Reset** – The Reset button clears unsaved edits and reloads the State Configuration Settings Page from the database.

**Calculation(s): None****Background Processes:**

1. When Save is selected, the system validates if there is a value entered in the State ID Number, State Description, Report Header, Address Label, City Label, and Overlap Period fields.

## 12 BANK DISPOSITIONS

The Bank Dispositions base table allows for the configuration of available bank disposition types.

*Navigation Path: Sys Admin / System Base Tables / Bank Dispositions*

Bank Disposition Code	Bank Disp Note	Date Created	Created By	Date Modified	Modified By	Note	Active Flag		
Y	FSMC OVERRIDE/CB	01/11/2000	WICADM						
Z	ARIZONA OVERRIDE/2ND LEVEL	01/11/2000	WICADM						
W	PAID/MISSING ISSUANCE	01/11/2000	WICADM						
X	PAID/NORMAL	01/11/2000	WICADM						



Page 1 of 1

Add

*Figure 31: Bank Dispositions*

*Fields:*

- **Bank Disposition Code** – A user defined 1 character code used to uniquely define the bank disposition type within HANDS.
- **Bank Disp Note** – A verbose description of the bank disposition type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

- **Active Flag** – A Yes/No indicator of if the bank disposition type is Active.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Bank Dispositions Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Bank Dispositions Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Bank Dispositions Page

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates if there is a value entered in the Bank Disp Note field.*
2. *On Add, the system validates if there is a value entered in the Bank Disposition Code and Bank Disp Note fields.*

## 12.1 Edit Bank Dispositions Page

The screenshot displays the 'Edit Bank Dispositions' page within the HANDS WIC System's System Administration module. The navigation bar at the top includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Bank Dispositions' and contains the following fields:

- Bank Disposition Code:** Y
- \*Bank Disp Note:** FSMC OVERRIDE/CB (text area with a yellow background)
- Note:** (empty text area)
- Active Flag:** NOT SET (dropdown menu)

A large gray rectangular area occupies the bottom half of the form. At the bottom right corner, there are two buttons: 'Save' and 'Reset'.

*Figure 32: Edit Bank Dispositions Page*

## 12.2 Delete Bank Dispositions Page

**Bank Dispositions**

Are you sure you want to delete this record?

Bank Disposition Code  
Y

\*Bank Disp Note  
FSMC OVERRIDE/CB

Note

Active Flag  
NOT SET

Delete Cancel

*Figure 33: Delete Bank Dispositions Page*

## 12.3 Add Bank Dispositions Page

The screenshot displays the 'Add Bank Dispositions' page within the HANDS WIC System's System Administration section. The navigation bar at the top includes tabs for Home, Sys Admin (currently selected), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Bank Dispositions' and contains the following fields:

- \*Bank Disposition Code:** A yellow text input field.
- \*Bank Disp Note:** A large yellow text area with vertical scrollbars.
- Note:** A white text area with vertical scrollbars.
- Active Flag:** A dropdown menu currently set to 'NOT SET'.

A large, empty grey rectangular area occupies the bottom half of the form, likely for additional notes or details. At the bottom right of the page, there are 'Save' and 'Reset' buttons.

*Figure 34: Add Bank Dispositions Page*



## 13 CATEGORY GROUPS

The Category Groups base table allows for the configuration of client category groupings based on age ranges of the client. The Category Groups base table is dependent on configurations made via the Age Ranges base table.

Navigation Path: Sys Admin / System Base Tables / Category Groups



Cat Category Code	Ar2 Begin Month	Ar2 End Month	Date Created	Created By	Date Modified	Modified By	Note	Plus Flag	Disable Flag	
IEN	6	11	03/02/2000	WICADM	09/16/2014	JSURLS		N		
IFF	6	11	03/02/2000	WICADM				N		
IPN	6	11	03/02/2000	WICADM				N		
P	108	215	03/09/2000	ARIZONA				N		
IEN	0	5	03/02/2000	WICADM				N		
P	216	720	03/09/2000	ARIZONA				N		
C1	12	23	01/11/2000	WICADM				N		
C2	24	35	01/11/2000	WICADM				N		
C3	36	47	01/11/2000	WICADM				N		
C4	48	60	02/22/2000	WICADM	07/31/2009	WICADM		N		

Figure 35: Category Groups

Fields:

- **Cat Category Code** – Client Category Code.
- **Ar2 Begins Month**<sup>13</sup> – Age in Months the client’s current age must be greater than or equal to in order qualify for inclusion as a member of the Category Code defined by the record.
- **Ar2 End Month** – Age in Months the client’s current age must be less than or equal to in order to qualify for inclusion as a member of the Category Code defined by the record.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.

<sup>13</sup> The Ar2 Begin and End Months must coincide with an age range setup within the Age Ranges module. Refer to section 2, Age Ranges of the “HANDS DFDD Food Package State” document for details.

- **Note** – A free text field used for storing notes specific to the record.
- **Plus Flag** – A Y/N indicator of if a woman is both breastfeeding and using formula. The field is used for legacy support of AIM. HANDS makes the determination based on the Category Code associated with a client (IPN, IPN+, PN or PN+).
- **Disable Flag** – Yes/No flag indicating if the record is available for selection within other Food Package configuration screens.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Category Groups Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Category Groups Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Category Groups Page.

*Calculation(s): None*

*Background Processes:*

1. When Save is selected on Add, the system validates a value is entered in the Cat Category Code, Ar2 Begin Month, Ar2 End Month, and Plus Flag fields.

*Note: Food packages are linked to client category groups via the Food Package main page. The link restricts food packages for availability to the appropriate category group(s). For example, a food package containing Juice and Cereal can be made available for infants 4-11 months old, but restricted for infants 0-4 months old.*

## 13.1 Edit Category Groups Page

CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Category Groups**

Cat Category Code  
C1

Ar2 Begin Month  
12

Ar2 End Month  
23

Note

Plus Flag  
N

Disable Flag  
NOT SET ▼

Save Reset

*Figure 36: Edit Category Groups Page*

## 13.2 Delete Category Groups Page

**Category Groups**  
**Are you sure you want to delete this record?**

Cat Category Code  
IFF

Ar2 Begin Month  
6

Ar2 End Month  
11

Note

Plus Flag  
N

Disable Flag  
NOT SET ▼

[Delete](#) [Cancel](#)

*Figure 37: Delete Category Groups Page*

### 13.3 Add Category Groups Page

The screenshot displays the 'Add Category Groups' page within the HANDS WIC System. The page header includes the user 'CWALKER' with a 'Log Off' link, and the current path '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. The navigation bar shows 'Home', 'Sys Admin' (selected), 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. A 'Back to List' button is located at the top left of the form area.

The form is titled 'Category Groups' and contains the following fields:

- \*Cat Category Code: A dropdown menu currently showing 'NOT SET'.
- \*Ar2 Begin Month: A dropdown menu currently showing '0'.
- \*Ar2 End Month: A dropdown menu currently showing '0'.
- Note: A large text area for entering a note.
- \*Plus Flag: A dropdown menu currently showing 'NOT SET'.
- Disable Flag: A dropdown menu currently showing 'NOT SET'.

At the bottom right of the form, there are 'Save' and 'Reset' buttons.

*Figure 38: Add Category Groups Page*

## 14 CONTACT METHODS

The Contact Methods base table allows for the configuration of contact methods within HANDS.

*Navigation Path: Sys Admin / System Base Tables / Contact Methods*

Contact Methods									
Cm ID	Description	Date Created	Created By	Date Modified	Modified By	Note			
1	PHONE	02/22/2000	WICADM						
2	WIC CLINIC: INDIVIDUAL / TEST	02/22/2000	WICADM						
3	WIC CLINIC: GROUP	02/22/2000	WICADM						
4	MAIL	02/22/2000	WICADM						
5	HOME VISIT	02/22/2000	WICADM						
6	SUPPORT GROUP (NON-WIC) INDIV.	02/22/2000	WICADM						
7	SUPPORT GROUP (NON-WIC) GROUP	02/22/2000	WICADM						
8	OTHER	02/22/2000	WICADM						
9	IN-STORE VISIT	02/22/2000	WICADM						
10	FAX	10/31/2000	WICADM						



Page 1 of 2

Add

*Figure 39: Contact Methods*

*Fields:*

- **Cm ID** – A user defined 2 digit ID used to uniquely define a contact method within HANDS.
- **Description** – A verbose description of the contact method.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  (**Edit Icon**) – When selected navigation will switch to the Edit Methods Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Methods Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Contact Methods Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates there is a value entered in the Description field.*
2. *On Add, the system validates there is a value entered in the Cm ID and Description fields.*

## 14.1 Edit Methods Page

The screenshot displays the 'Edit Contact Methods' page within the HANDS WIC System's System Administration module. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Contact Methods' and shows the details for a specific method with 'Cm ID' 1. The '\*Description' field contains the text 'PHONE'. A 'Note' text area is provided for additional information. At the bottom right of the form, there are 'Save' and 'Reset' buttons.

*Figure 40: Edit Contact Methods Page*



## 14.2 Delete Methods Page

The screenshot displays the 'Delete Contact Methods' page within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar, there is a 'Back to List' button. The main content area is titled 'Contact Methods' and asks the user, 'Are you sure you want to delete this record?'. It shows the 'Cm ID' as '1' and the '\*Description' as 'PHONE'. There is a 'Note' section with a text area for additional comments. At the bottom right, there are 'Delete' and 'Cancel' buttons.

*Figure 41: Delete Contact Methods Page*

## 14.3 Add Methods Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Contact Methods**

\*Cm ID  
0

\*Description

Note

Save Reset

*Figure 42: Add Contact Methods Page*

## 15 CONTACT TITLES

The Contact Titles base table allows for the configuration of contact titles within HANDS.

*Navigation Path: Sys Admin / System Base Tables / Contact Titles*

Contact Title Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
B	OWNER/MANAGER	01/11/2000	WICADM					
A	OWNER	01/04/2000	WICADM	02/10/2000	WICADM			
C	CORP. OFFICER	01/11/2000	WICADM					
D	MANAGER	01/11/2000	WICADM					
E	BOOKKEEPER	01/11/2000	WICADM					
F	STORE TRAINER	01/11/2000	WICADM					
G	CUSTOMER SERVICES REPRESENTATIVE	01/11/2000	WICADM					
H	HEAD CASHIER	01/11/2000	WICADM					
I	CASHIER	01/11/2000	WICADM					
J	CORP. SECRETARY	01/11/2000	WICADM					



Page 1 of 5

Add

**Figure 43: Contact Titles**

*Fields:*

- **Contact Title Code** – A user defined 2 character string used to uniquely define a contact title type within HANDS.
- **Description** – A verbose description of the contact title type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  (**Edit Icon**) – When selected navigation will switch to the Edit Contact Titles Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Contact Titles Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Contact Methods Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates if there is a value entered in the Description field.*
2. *On Add, the system validates if there is a value entered in the Contact Title Code and Description fields.*

## 15.1 Edit Contact Titles Page

The screenshot displays the 'Edit Contact Titles' page within the HANDS WIC System. The top navigation bar includes tabs for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main section is titled 'Contact Titles' and shows the 'Contact Title Code' as 'B'. A description field, labeled '\*Description', contains the text 'OWNER/MANAGER'. Below this is a 'Note' section with a large text area for additional information. At the bottom right of the page, there are 'Save' and 'Reset' buttons.

*Figure 44: Edit Contact Titles Page*

## 15.2 Delete Contact Titles Page

The screenshot displays the 'Delete Contact Titles' page within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Contact Titles' and contains the confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'Contact Title Code' is listed as 'B'. The '\*Description' field shows 'OWNER/MANAGER'. A 'Note' text area is provided for additional information. At the bottom right of the page, there are 'Delete' and 'Cancel' buttons.

*Figure 45: Delete Contact Titles Page*

## 15.3 Add Contact Titles Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Contact Titles**

\*Contact Title Code

\*Description

Note

Save Reset

*Figure 46: Add Contact Titles Page*

## 16 DISPOSITIONS

The Dispositions base table allows for the configuration of available disposition types within HANDS.

*Navigation Path: Sys Admin / System Base Tables / Dispositions*

Disposition Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
2	ISSUED, NOT CASHED	01/10/2000	WICADM	01/11/2000	WICADM			
1	PRINTED, NOT ISSUED	01/10/2000	WICADM	01/10/2000	WICADM			
3	VOIDED	01/10/2000	WICADM	01/10/2000	WICADM			
4	REDEEMED	01/11/2000	WICADM					
5	REJECTED	01/11/2000	WICADM					
6	REPLACED 2ND DEPOSIT	01/11/2000	WICADM					
25	CREATED, NOT PRINTED	06/07/2014	WICADM					

Page 1 of 1



Add

*Figure 47: Dispositions*

*Fields:*

- **Disposition Code** – A user defined 2 character code used to uniquely define the disposition type within HANDS.
- **Description** – A verbose description of the disposition type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.



-  (**Edit Icon**) – When selected navigation will switch to the Edit Dispositions Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Dispositions Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Dispositions Page

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates if there is a value in the Description field.*
2. *On Add, the system validates if there is a value in the Disposition Code and Description fields.*

## 16.1 Edit Dispositions Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Dispositions**

Disposition Code  
2

\*Description  
ISSUED, NOT CASHED

Note

Save Reset

*Figure 48: Edit Dispositions Page*

## 16.2 Delete Dispositions Page

Hands WIC System

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

**Dispositions**

Are you sure you want to delete this record?

Disposition Code  
2

\*Description  
ISSUED, NOT CASHED

Note

[Delete](#) [Cancel](#)

*Figure 49: Delete Dispositions Page*

## 16.3 Add Dispositions Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Dispositions**

\*Disposition Code

\*Description

Note

Save Reset

*Figure 50: Add Dispositions Page*

## 17 PACKAGES

The Packages base table allows for the configuration of package types for food items within HANDS.

*Navigation Path: Sys Admin / System Base Tables / Packages*

WALKER

Log Off

00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

BOBDS

Home

Sys Admin

Ops Mgmt

WIC Services

CSFP Services

Scheduling

Farmers' Market

Finance

Vendor

Program Integrity

Reports

Packages

Packages

Package Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
CASE-6	CASE OF 6	01/18/2000	WICADM					
CASE-12	CASE OF 12	01/18/2000	WICADM					
CASE-24	CASE OF 24	01/18/2000	WICADM					
CASE-OTHER	CASE OF ODD NUMBER	01/18/2000	WICADM	01/18/2000	WICADM			
4-PACK	4-PACK OF ITEM	01/18/2000	WICADM					
6-PACK	6-PACK OF ITEM	01/18/2000	WICADM					
8-PACK	8-PACK OF ITEM	01/18/2000	WICADM					
SINGLE	INDIVIDUAL ITEM	01/18/2000	WICADM					
BULK	BULK-SHIPED ITEM	01/18/2000	WICADM					
BLKCHEESE	BLOCK CHEESE	01/18/2000	WICADM					

<



>

Page 1 of 2

Add

**Figure 51: Packages**

*Fields:*

- **Package Code** – A user defined verbose package code; CASE-6, 4-PACK, SINGLE, etc.
- **Description** – A long description of the package type; CASE of 6, 4-PACK OF ITEM, INDIVIDUAL ITEM, etc.
- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Packages Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Packages Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Packages Page.

*Calculation(s): None**Background Processes:*

1. *On Edit, the system validates if there is a value entered in the Description field.*
2. *On Add the system validates if there is a value entered in the Package Code and Description fields.*

## 17.1 Edit Packages Page

CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Packages**

Package Code  
CASE-6

\*Description  
CASE OF 6

Note

Save Reset

*Figure 52: Edit Packages Page*

## 17.2 Delete Packages Page

CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Packages**

Are you sure you want to delete this record?

Package Code  
CASE-6

\*Description  
CASE OF 6

Note

Delete Cancel

*Figure 53: Delete Packages Page*



## 17.3 Add Packages Page

CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Packages**

\*Package Code

\*Description

Note

Save Reset

*Figure 54: Add Packages Page*

## 18 PHONE TYPES

The Phone Types base table allows for the configuration of phone types within HANDS.



*Navigation Path: Sys Admin / System Base Tables / Phone Types*

Phone Types	Home	Sys Admin	Ops Mgmt	WIC Services	CSFP Services	Scheduling	Farmers' Market	Finance	Vendor	Program Integrity	Reports
Phone Types											
Phone Type ID	Description	Date Created	Created By	Date Modified	Modified By	Note					
HP	HOME PHONE	01/07/2000	WICADM								
WP	WORK PHONE	01/07/2000	WICADM								
MES	MESSAGE SERVICE	01/07/2000	WICADM								
BPR	BEEPER	01/07/2000	WICADM								
AP	AUTO PHONE	01/07/2000	WICADM								
CP	CELL PHONE	01/07/2000	WICADM								
FAX	FAX	01/07/2000	WICADM								
33	33	09/16/2014	KDURAISA	09/16/2014	KDURAISA	3333					
Page 1 of 1											
Add											

*Figure 55: Phone Types*

*Fields:*

- **Phone Type ID** – A user defined 3 character code used to uniquely define the phone type within HANDS.
- **Description** – A verbose description of the phone type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  (**Edit Icon**) – When selected navigation will switch to the Edit Phone Types Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Phone Types Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Phone Types Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates if there is a value in the Description field.*
2. *On Add, the system validates if there is a value in the Phone Type ID and Description fields.*

## 18.1 Edit Phone Types Page

The screenshot displays the 'Edit Phone Types Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Phone Types' and contains the following fields:

- Phone Type ID:** HP
- \*Description:** HOME PHONE
- Note:** A large text area for additional information.

At the bottom right of the form, there are 'Save' and 'Reset' buttons.

*Figure 56: Edit Phone Types Page*

## 18.2 Delete Phone Types Page

The screenshot displays the 'Delete Phone Types Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Phone Types' and contains the confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'Phone Type ID' is listed as 'HP'. The '\*Description' field is highlighted in yellow and contains the text 'HOME PHONE'. A 'Note' section with a text area and scrollbars is visible below the description. At the bottom right of the page, there are 'Delete' and 'Cancel' buttons.

*Figure 57: Delete Phone Types Page*

## 18.3 Add Phone Types Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Phone Types**

\*Phone Type ID

\*Description

Note

Save Reset

*Figure 58: Add Phone Types Page*

## 19 PRODUCTS

The Products base table allows for the configuration of food product types within HANDS.

*Navigation Path: Sys Admin / System Base Tables / Products*

CWALKER
Log Off
00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home
Sys Admin
Ops Mgmt
WIC Services
CSFP Services
Scheduling
Farmers' Market
Finance
Vendor
Program Integrity
Reports

Products

### Products



Product Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
1	POWDERED	01/11/2000	WICADM					
2	CONDENSED	01/04/2000	WICADM	09/16/2014	KDURISA			
3	READY TO FEED	01/11/2000	WICADM					
4	CONCENTRATE	01/11/2000	WICADM					
5	COMBINATION	02/05/2001	RIVEROM					
402	SOLID BAR	04/11/2014	WICADM					
403	PUDDING	04/11/2014	WICADM					
404	RTF PUDDING	04/11/2014	WICADM					
405	CAPSULES CONTAINING POWDER	04/11/2014	WICADM					

Page 1 of 1

Add

**Figure 59: Products**

*Fields:*

- **Product Code** – A system generated ID.
- **Description** – A description of how the product is packaged; ready-to-feed, powdered, etc.
- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Products Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Products Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Products Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit and Add, they system validates if there is a value in the Description field.*

*Note: Products are utilized when creating food items via the Food Items base table<sup>14</sup>.*

---

<sup>14</sup> Refer to section 9, Food Items of the “HANDS DFDD Food Package State” document for details



## 19.1 Edit Products Page

CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Products**

Product Code  
1

\*Description  
POWDERED

Note

Save Reset

*Figure 60: Edit Products Page*

## 19.2 Delete Products Page

CWALKER [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Products**

Are you sure you want to delete this record?

Product Code  
1

\*Description  
POWDERED

Note

Delete Cancel

*Figure 61: Delete Products Page*

## 19.3 Add Products Page

The screenshot displays the 'Add Products' page within the HANDS WIC System. At the top, a navigation bar includes a user profile 'CWALKER [Log Off]' and a series of menu items: Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar, a 'Back to List' button is visible. The main content area is titled 'Products' and contains two input fields: '\*Description' (a single-line text box) and 'Note' (a multi-line text area with a vertical scrollbar). A large, empty grey rectangular area occupies the lower portion of the page. In the bottom right corner, there are two buttons: 'Save' and 'Reset'.

*Figure 62: Add Products Page*

## 20 REJECT REASONS

The Reject Reasons base table allows for the configuration of available reject reason types within HANDS.

*Navigation Path: Sys Admin / System Base Tables / Reject Reasons*

Reject Reasons									
Reject Reason Code	Description	Revalidation Flag	Date Created	Created By	Date Modified	Modified By	Note		
B	DATE OF USE/REDEEMED EARLY / VOID	N	01/10/2000	WICADM	05/13/2005	SETNESR			
C	DATE OF USE INVALID / VOID	N	01/10/2000	WICADM	05/13/2005	SETNESR			
A	ALTERED DATE OR WHITEOUT / VOID	Y	01/10/2000	WICADM	05/13/2005	SETNESR			
D	MISSING SIGNATURE / VOID	N	01/10/2000	WICADM	05/13/2005	SETNESR			
E	INVALID VENDOR NUMBER	Y	01/11/2000	WICADM					
F	DEPOSITED TOO LATE / VOID	N	01/11/2000	WICADM	05/13/2005	SETNESR			
G	ALTERED \$ AMOUNT / VOID	Y	01/11/2000	WICADM	05/13/2005	SETNESR			
H	OVER ACCOUNT \$ MAXIMUM / VOID	N	01/11/2000	WICADM	05/13/2005	SETNESR			
I	EXCEED AMOUNT FOR FI TYPE / VOID	N	01/11/2000	WICADM	05/13/2005	SETNESR			
J	DATE OF USE MISSING / VOID	N	01/11/2000	WICADM	05/13/2005	SETNESR			



Page 1 of 3

Add

*Figure 63: Reject Reasons*

*Fields:*

- **Reject Reason Code** – A user defined 1 character code used to uniquely define the reject reason type within HANDS.
- **Description** – A verbose description of the reject reason type.
- **Revalidation Flag** – A Yes/No indicator of if revalidation is allowed when a food instrument is rejected with this reject reason type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.

- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Reject Reasons Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Reject Reasons Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Reject Reasons Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates if there is a value entered in the Description and Revalidation Flag fields.*
2. *On Add, the system validates if there is a value entered in the Reject Reason Code, Description, and Revalidation Flag fields.*

## 20.1 Edit Reject Reasons Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Reject Reasons**

Reject Reason Code  
B

\*Description  
DATE OF USE/REDEEM

\*Revalidation Flag  
NO

Note

Save Reset

*Figure 64: Edit Reject Reasons Page*

## 20.2 Delete Reject Reasons Page

**Reject Reasons**

Are you sure you want to delete this record?

Reject Reason Code  
B

\*Description  
DATE OF USE/REDEEM

\*Revalidation Flag  
NO

Note

Back to List

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Delete Cancel

*Figure 65: Delete Reject Reasons Page*

## 20.3 Add Reject Reasons Page

**Reject Reasons**

\*Reject Reason Code

\*Description

\*Revalidation Flag  
NOT SET ▼

Note

Save Reset

*Figure 66: Add Reject Reasons Page*



## 21 SYSTEM ACCESS REPORT

The System Access report lists users who have accessed the system during a specified time frame. The report indicates if the access was normal, unusual or unauthorized. In the event an access attempt was denied, the report provides the denial reason. The report detail records are limited by the Local Agency/Clinic of the user's login; the 00 login allows detail records for all clinics.

*Navigation Path: Sys Admin / Reports / System Access*

*Figure 67: System Access*

*Fields:*



### Report Filter Criteria:

- **Start Date** – The report will include HANDS access data that occurred from the Start date to the End Date.
- **End Date** – The report will include HANDS access data that occurred from the Start date to the End Date.
- **Access Type** – A dropdown list of valid Access Types to filter the report by.


*The available access types include:*

- *Normal Access* – Within established clinic hours
- *Unauthorized Access* – Outside of established clinic hours
- *Unusual Access* – User who attempts to log into the system when they don't have access
- **View Report** – Choose the View Report button to generate the report according to the selected filter criteria.


### Report User Controls:

-  (Minimize) – Choose the minimize button to hide the report filter criteria.  
*Note – The Maximize filter criteria button appears when the report filter criteria are hidden.*
-  (Maximize) – Choose the maximize button to show the report filter criteria.

*Note – The Minimize filter criteria button appears when the report filter criteria are viewable.*

-  (Export) – Choose the export button and select the desired file format in order to export the report and save it to your local PC.

*The available export file formats include:*

- *XML file with report*
  - *CSV (Comma delimited)*
  - *TXT (Pipe Delimited Text File)*
  - *PDF*
  - *MHTML (web archive)*
  - *Excel*
  - *TIFF file*
  - *Word*
-  (Refresh) – Choose the Refresh button in order to regenerate the report according to the selected filter criteria.

**Report View:**

- **Access Date** – The system date at the time of the HANDS access event.
- **Access Time** – The system time at the time of the HANDS access event.
- **User ID** – The user ID of the user who initiated the HANDS access event.
- **Access Requested** – The type of HANDS access.
- **Reason Denied** – The reason HANDS access was denied.

*Note – The field is left blank if access was granted.*

*Calculation(s): None*

*Background Processes: None*

## 22 WIC USER PROFILES

The WIC User Profiles report details the users with granted access by Local Agency and Clinic. The report detail records are limited by the Local Agency/Clinic of the user's login; the 00 login allows detail records for all clinics.

*Navigation Path: Sys Admin / Reports / WIC User Profiles*

*Figure 68: WIC User Profiles*

*Fields:*

### Report Filter Criteria:

- **Report Type** – A dropdown list allowing the user to choose which WIC User Profile report to generate. There are 3 available types:  
*Note – The Report Type dropdown list is only displayed and selectable when logged in with the 00 login. When logged in to a Local Agency/Clinic the Local Agency Detail report is automatically selected in the background for the logged in Local Agency/Clinic.*
  1. **Local Agency Detail** – The Local Agency Detail report lists which local agencies/clinics a user is assigned to and provides a listing of the roles assigned to the user.

*This report lists which local agencies/clinics a user is assigned to and provides a listing of the roles assigned to the user.*

Report Date: 12/11/2014 08:38:17 AM

**ARIZONA WIC Program**

**WIC USER PROFILES**

Report Type: Local Agency Detail  
 Local Agency: 01 - APACHE COUNTY HEALTH DEPT  
 Clinic: 01/01 - SAINT JOHNS  
 Active/Inactive/Both: Active

Database: TSTHAZ  
 User: CWALKER  
 Page 1 of 2

Hands ID	Staff Name	Local Agency	Clinic	Title	Roles
ABECKSTEAD	BECKSTEAD, ALICE	01 - APACHE COUNTY HEALTH DEPT	01 - SAINT JOHNS	CLINIC SUPPORT SERVICES TEAM (HELP DESK)	FI_ISSUER
ABECKSTEAD	BECKSTEAD, ALICE	01 - APACHE COUNTY HEALTH DEPT	02 - SPRINGVILLE WIC	CLINIC SUPPORT SERVICES TEAM (HELP DESK)	FI_ISSUER
ABECKSTEAD	BECKSTEAD, ALICE	01 - APACHE COUNTY HEALTH DEPT	05 - CONCHO WIC	CLINIC SUPPORT SERVICES TEAM (HELP DESK)	FI_ISSUER

- **Hands ID** – The HANDS user's login username.
- **Staff Name** – The full name of the HANDS user.
- **Local Agency** – The local agency of the HANDS user.
- **Clinic** – The clinic of the local agency.
- **Title<sup>15</sup>** – The Title associated with the HANDS user.

<sup>15</sup> Refer to section 3, Default Title Roles for details

- **Roles<sup>16</sup>** – The role granted to the title associated with the HANDS user.

**2. Local Agency Summary** – The Local Agency Summary report lists which local agencies/clinics a user is assigned to and provides a listing of the roles assigned to the user.

*This report lists which local agencies/clinics a user is assigned to and provides a listing of the roles assigned to the user.*

Report Date: 12/11/2014 08:33:46 AM

**ARIZONA WIC Program**

**WIC USER PROFILES**

Report Type: Local Agency Summary  
Local Agency: 01 - APACHE COUNTY HEALTH DEPT  
Clinic: All Clinics  
Active/Inactive/Both: Active

Database: TSTHAZ  
User: CWALKER  
Page 1 of 2

Local Agency Summary

Local Agency: 01 - APACHE COUNTY HEALTH DEPT


Hands ID	Staff Name	Local Agency	Title	Roles
ABECKSTEAD	BECKSTEAD, ALICE	01 - APACHE COUNTY HEALTH DEPT	CLINIC SUPPORT SERVICES TEAM (HELP DESK)	FI_ISSUER
ABECKSTEAD	BECKSTEAD, ALICE	01 - APACHE COUNTY HEALTH DEPT	CLINIC SUPPORT SERVICES TEAM (HELP DESK)	SA User Administrator
ABECKSTEAD	BECKSTEAD, ALICE	01 - APACHE COUNTY HEALTH DEPT	CLINIC SUPPORT SERVICES TEAM (HELP DESK)	SA Viewer

- **Hands ID** – The HANDS user's login username.
- **Staff Name** – The full name of the HANDS user.
- **Local Agency** – The local agency of the HANDS user.
- **Title<sup>17</sup>** – The Title associated with the HANDS user.
- **Roles<sup>18</sup>** – The role granted to the title associated with the HANDS user.

**3. State Agency Summary** – The State Agency Summary report lists all HANDS users with each Local Agency and Clinic they are assigned to.

- **Local Agency** – A dropdown list allowing the user to choose which Local Agency(s) to generate the chosen Report Type for.  
*Note – The Local Agency dropdown list is only displayed and selectable when logged in with the 00 login. When logged in to a Local Agency/Clinic the Local Agency is automatically set in the background to the Local Agency the user is logged in as.*
- **Clinic** – A dropdown list allowing the user to choose which Clinic(s) associated with the Local Agency(s) to generate the chose Report Type for.  
*Note – The Clinic dropdown list is only displayed and selectable when logged in with the 00 login. When logged in to a Local Agency/Clinic the Clinic is automatically set in the background to the Clinic the user is logged in as.*
- **Active Flag** – A dropdown list allowing the user to choose if the report should be generated for Active Users, Inactive Users or Both.  
*Note – The Active Flag dropdown is displayed and selectable regardless of the user's login.*

#### Report User Controls:


-  (Minimize) – Choose the minimize button to hide the report filter criteria.

<sup>16</sup> Refer to section 2, Role Configuration for details


<sup>17</sup> Refer to section 3, Default Title Roles for details

<sup>18</sup> Refer to section 2, Role Configuration for details


*Note – The Maximize filter criteria button appears when the report filter criteria are hidden.*

-  (Maximize) – Choose the maximize button to show the report filter criteria.

*Note – The Minimize filter criteria button appears when the report filter criteria are viewable.*

-  (Export) – Choose the export button and select the desired file format in order to export the report and save it to your local PC.

*The available export file formats include:*

- XML file with report
  - CSV (Comma delimited)
  - TXT (Pipe Delimited Text File)
  - PDF
  - MHTML (web archive)
  - Excel
  - TIFF file
  - Word
-  (Refresh) – Choose the Refresh button in order to regenerate the report according to the selected filter criteria.

**Report View:**

- **HANDS ID** – The HANDS user's login username.
- **Staff Name** – The full name of the HANDS user.  
*Note – the full name is displayed as: <Last name>, <First name>*
- **Local Agency** – The local agency of the HANDS user.
- **Clinic** – The clinic of the local agency.
- **Title**<sup>19</sup> – The Title associated with the HANDS user.
- **Roles**<sup>20</sup> – The role granted to the title associated with the HANDS user.

*Calculation(s): None*

*Background Processes: None*

---

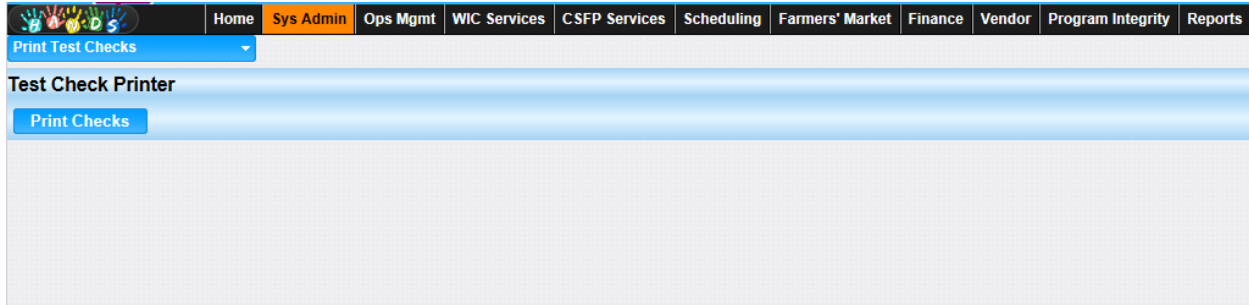
<sup>19</sup> Refer to section 3, Default Title Roles for details

<sup>20</sup> Refer to section 2, Role Configuration for details

## 23 PRINT TEST CHECKS

The Print Test Checks base table offers a simple to use interface for verifying the ability to print checks.

*Navigation Path: Wic Services / Search / Print Test Checks*

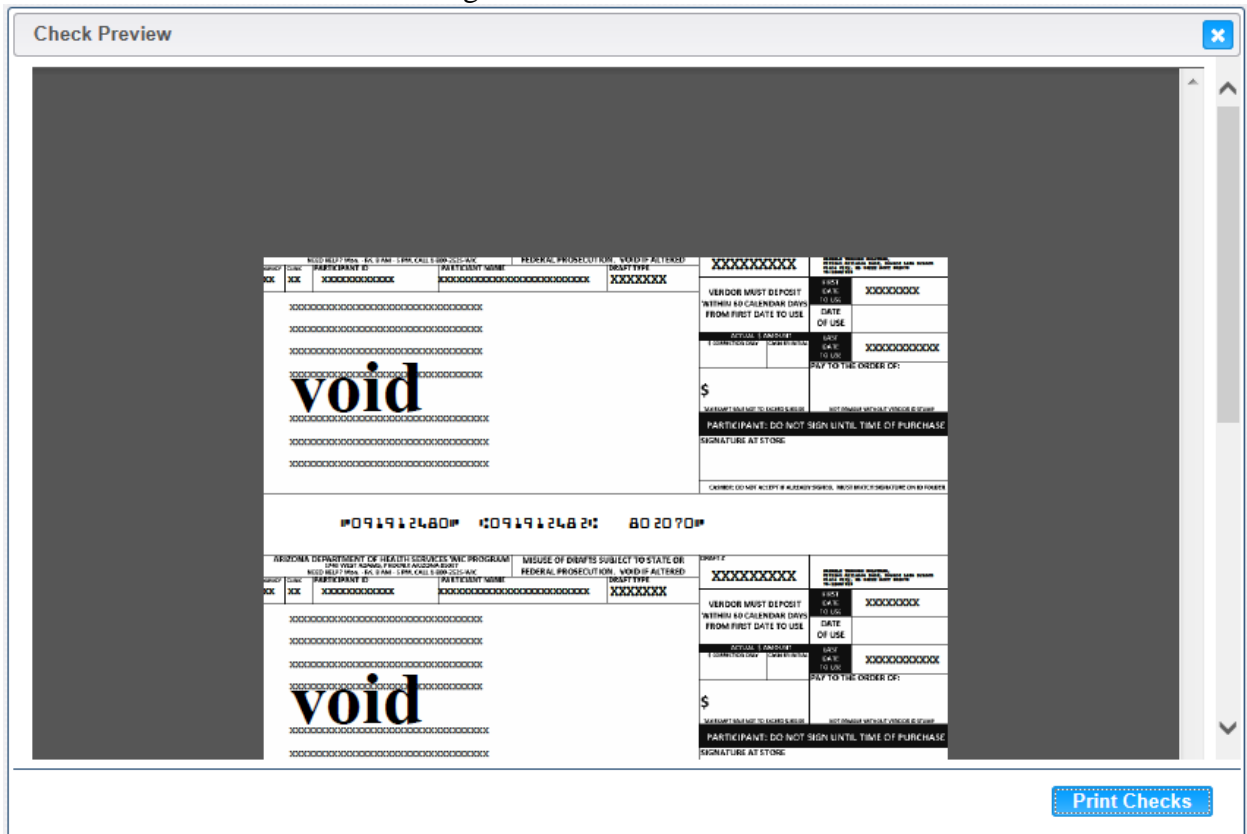


*Figure 69: Print Test Checks*

*Fields: None*

*Buttons:*

- **Print Checks** – When selected navigation is switched to the Check Preview modal.



- **Print Checks** – Choose the Print Checks button to print voided checks.

*Calculation(s): None*

*Background Processes: None*

## 24 ASSESSMENTS SETUP

The Assessment Setup base table is used to set up the Assessment page with the data on the page, such as Standard Questions, Probing Questions, implementing an assessment with an Effective Date, and assigning to a particular category.

Navigation Path: WIC Services / Search / Assessments Setup

Assessment ID:  Effective Date:  Category:

Search Results

Assessment ID	Category Code	Effective Date	Active
443	PN+	5/19/2014	Y
444	PN	5/19/2014	Y
442	C4	5/19/2014	Y
441	C2	5/19/2014	Y
440	IPN+	5/16/2014	Y
439	IPN	5/16/2014	Y
427	PG1	4/1/2014	Y
425	C3	4/1/2014	Y
423	EN	3/27/2014	Y
422	C1	3/21/2014	Y

Row count: 10 Showing 1-10 of 15

Figure 70: Assessments Setup


Fields:

### Search Filter Fields:

- **Assessment ID** – A system generated ID used to uniquely identify the assessment record.
- **Effective Date** – The date that the assessment record becomes available for use.
- **Category**<sup>21</sup> – Client Category Code
- **Active** – A Yes/No indicator of if the record is active.

### Search Results Grid:

<sup>21</sup> Refer to section 12, Category Groups for details

-  **Assessment ID** – The unique ID assigned to the assessment. Choose the Edit icon to display the Edit Assessments page and edit the assessment record.
- **Effective Date** – The date that the assessment record becomes available for use.
- **Category**<sup>22</sup> – Client Category Code
- **Active** – A Yes/No indicator of if the record is active.

*Buttons:*

- **Add** – When selected navigation is switched to the Add Assessments page.
- **Search** – When selected assessment records matching the entered Search Filter criteria will be retrieved and displayed within the Search Results Grid.
- **New Search** – Clear the Search Results Grid and Search Filter Criteria in preparation for a new search.

*Calculation(s): None*

*Background Processes:*

*The Assessment portion of the Certification and Enrollment<sup>23</sup> module will determine which assessment to use based on the following criteria:*

- *The Category Code of the client matches the Category Code associated with the assessment.*
- *The assessment is active (Active Flag set to Yes).*
- *The most recent effective date*

---

<sup>22</sup> Refer to section 12, Category Groups for details

<sup>23</sup> Refer to the “HANDS DFDD EnrollandCert” document for details



## 24.1 Add Assessments Page

Navigation Path: WIC Services / Search / Assessments Setup / Add

**Figure 71: Add Assessments Page**

*Fields:*

- **Category**<sup>24</sup> – Client Category Code
- **Effective Date** – The date that the assessment record becomes available for use.  
*Note – In order for the Assessment record to be active, the current date must be greater than or equal to the Effective date and the Active Flag must be set to Yes.*
- **Active** – A Yes/No indicator of if the record is active.  
*Note – In order for the Assessment record to be active, the current date must be greater than or equal to the Effective date and the Active Flag must be set to Yes.*
- **+ Add new record** – Add a new assessment group to the assessment record.

<sup>24</sup> Refer to section 12, Category Groups for details

- **Group Name**<sup>25</sup> – A dropdown list of the configured assessment group names. Required.
  - **Group Name Override** – Allows the user to override the default group name displayed via the Assess tab of the Certification and Enrollment<sup>26</sup> module.
  - **Group order Override** – Allows the user to modify the order in which the group name will appear via the Assess tab of the Certification and Enrollment<sup>27</sup> module.
- ! (Button) – Choose the Expand WIC Codes Icon to view, delete or add WIC Codes to the assessment group.

- (Close) – Choose the close icon to close the add/edit WIC Codes modal.
- (Edit) – Choose the edit icon to display the add WIC Codes Modal.



- **WIC Codes** – Select the drop down list and check all WIC Codes that apply.
- ! (Button) – Choose the Expand Assessment Questions Icon to view, delete or add Assessment Questions to the assessment group.

<sup>25</sup> Refer to section 32, Groups for details

<sup>26</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.

<sup>27</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.

Biochemical		2	3	
Questions <span style="float: right;">+ Add new record</span>				
Question	Question Text Override	Order		
Probing - What have you heard about anemia and lead testing?		1		

-  **(Close)** – Choose the close icon to close the add/edit questions modal.
-  **(Edit)** – Choose the edit icon to display the add questions modal.

Edit Record ✕

\*Question

Probing - What have you heard about anemia and lead testing?

Question Text Override

\*Order


1

<

>

OK


Cancel

- **Question** – Select the drop down list and choose a question.  
*Note – Questions are added 1 at a time, but multiple questions can be added. Repeat the add question process for each question required for the assessment group.*
- **Question Text Override** – A free form text field that will replace the text of the chosen question.
- **Order** – The order in which this question should be asked, relative to the other questions associated with the assessment group.
- **Group Name** – The chosen assessment group name.
- **Group Name Override** – The Group Name string to display via the Assess tab of the Certification and Enrollment<sup>28</sup> module, instead of displaying the default Group Name value.
- **Group Order** – The default order the group should appear via the Assess tab of the Certification and Enrollment<sup>29</sup> module.
- **Group Order Override** – The order to display the group via the Assess tab of the Certification and Enrollment<sup>30</sup> module, instead of using the default order.
-  **(Edit Icon)** – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

<sup>28</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.


<sup>29</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.

<sup>30</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.

-  **(Delete Icon)** – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

*Buttons:*

- **Save** – The new assessment record is saved and navigation is switched to the Edit Assessments page.
- **Reset** – Unsaved edits are cleared without saving and the Add Assessments page is refreshed.


-  **(Close Window)** – The window is closed and no action is taken
- **Save Work** – The new record is saved and navigation is switched to the Edit Food Package Categories page.
- **Do Not Save Work** – The modifications are cleared and navigation is switched to the returns to the Food Package Categories main page.


- **Save** – The new record is saved and navigation is switched to the Assessments Setup page.
- **Reset** – Unsaved edits are cleared without saving and the Assessments Setup page is refreshed.

*Calculation(s): None*

*Background Processes: None*

## 24.2 Edit Assessments Page











Navigation Path: WIC Services / Search / Assessments Setup /  Assessment ID


[Home](#)
[Sys Admin](#)
[Ops Mgmt](#)
[WIC Services](#)
[CSFP Services](#)
[Scheduling](#)
[Farmers' Market](#)
[Finance](#)
[Vendor](#)
[Program Integrity](#)
[Reports](#)

[Back to List](#)

\*Category: C1-1 YEAR OLD CHILD
 \*Effective Date: 12/11/2014
✓ Active

Create Assessment


	Group Name	Group Name Override	Group Order	Group Order Override
	 Anthropometric		1	1
	 Biochemical		2	2
	 Clinical		3	3
	 Diet and Nutrition		4	4
	 Environmental/Other Factors		5	5

<< 1 >> Row count: 10 Showing 1-5 of 5

[Save](#) [Reset](#)

Figure 72: Edit Assessment Page

### Fields:

- **Category**<sup>31</sup> – Client Category Code
- **Effective Date** – The date that the assessment record becomes available for use.  
*Note – In order for the Assessment record to be active, the current date must be greater than or equal to the Effective date and the Active Flag must be set to Yes.*
- **Active** – A Yes/No indicator of if the record is active.  
*Note – In order for the Assessment record to be active, the current date must be greater than or equal to the Effective date and the Active Flag must be set to Yes.*
-  **+ Add new record** – Add a new assessment group to the assessment record.


<sup>31</sup> Refer to section 12, Category Groups for details



*Note – It is not possible to add new assessment groups to an assessment record that has already been used to assess a client. Create a new assessment with effective date more recent than the previous and set it to Active, in order to change the future assessment criteria for clients matching the criteria.*

- **Group Name** – A dropdown list of the default group names.

*Default Group Name Values:*

- *Anthropometric*
- *Biochemical*
- *Clinical*
- *Diet and Nutrition*
- *Environmental/Other Factors*
- **Group Name Override** – Allows the user to override the default group name displayed via the Assess tab of the Certification and Enrollment<sup>32</sup> module.
- **Group order Override** – Allows the user to modify the order in which the group name will appear via the Assess tab of the Certification and Enrollment<sup>33</sup> module.

-  (Button) – Choose the Expand WIC Codes Icon to view, delete or add WIC Codes to the assessment group.


-  (**Close**) – Choose the close icon to close the add/edit WIC Codes modal.
-  (**Edit**) – Choose the edit icon to display the add/edit WIC Codes Modal.



*Note – It is not possible to edit an assessment group of an assessment record that has already been used to assess a client. Create a new assessment with effective date more recent than the previous and set it to Active, in order to change the future assessment criteria for clients matching the criteria.*

<sup>32</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.

<sup>33</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.

- **WIC Codes** – Select the drop down list and check all WIC Codes that apply.


-  (Button) – Choose the Expand Assessment Questions Icon to view, delete or add Assessment Questions to the assessment group.

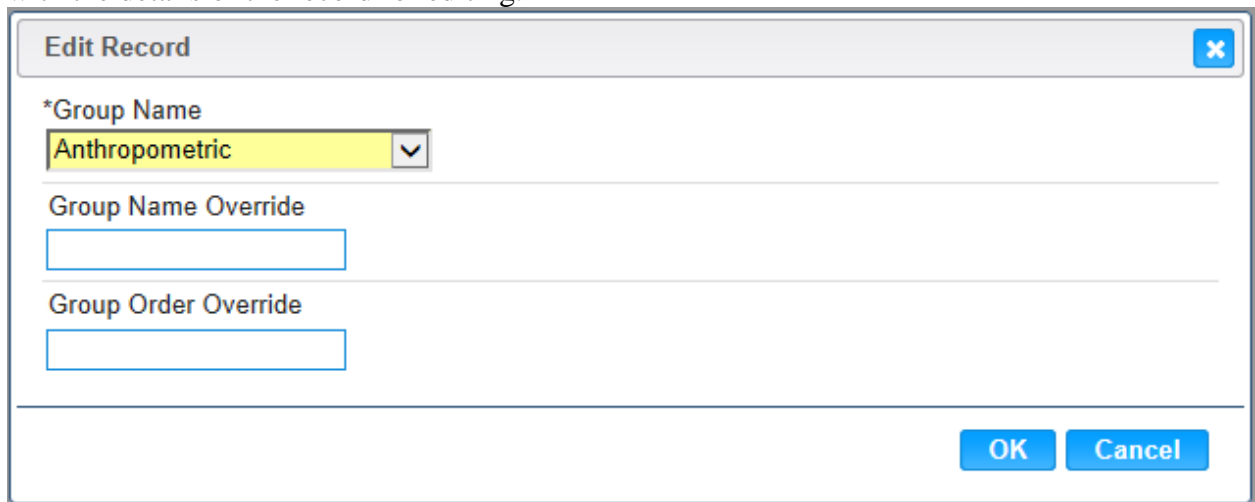
-  (**Close**) – Choose the close icon to close the add/edit questions modal.
-  (**Edit**) – Choose the edit icon to display the add/edit questions modal.


*Note – It is not possible to edit the questions associated with an assessment group of an assessment record that has already been used to assess a client. Create a new assessment with effective date more recent than the previous and set it to Active, in order to change the future assessment criteria for clients matching the criteria.*

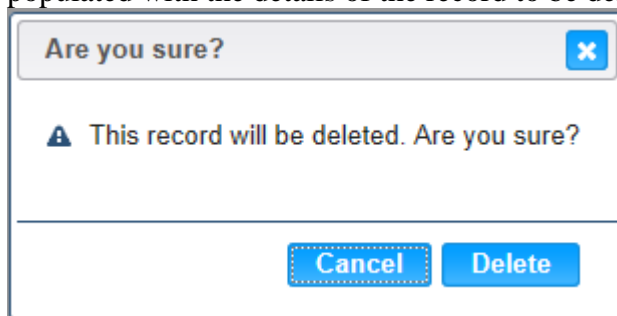
- **Question** – Select the drop down list and choose a question.  
*Note – Questions are added 1 at a time, but multiple questions can be added. Repeat the add question process for each question required for the assessment group.*
- **Question Text Override** – A free form text field that will replace the text of the chosen question.



- **Order** – The order in which this question should be asked, relative to the other questions associated with the assessment group.
- **Group Name** – The chosen default group name.
- **Group Name Override** – The Group Name string to display via the Assess tab of the Certification and Enrollment<sup>34</sup> module, instead of displaying the default Group Name value.
- **Group Order** – The default order the group should appear via the Assess tab of the Certification and Enrollment<sup>35</sup> module.
- **Group Order Override** – The order to display the group via the Assess tab of the Certification and Enrollment<sup>36</sup> module, instead of using the default order.
-  **(Edit Icon)** – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.



-  **(Delete Icon)** – When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.



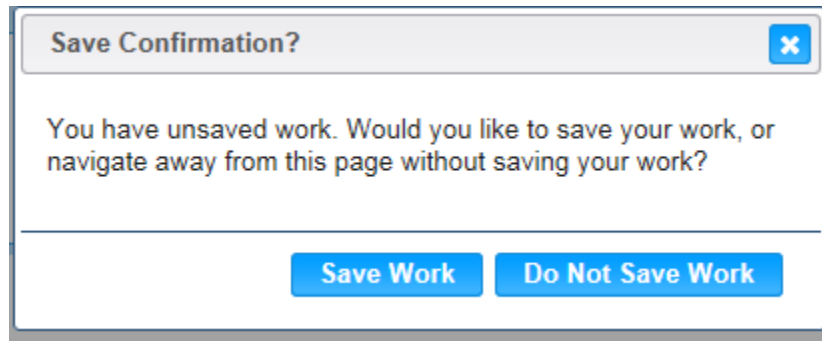
#### Buttons:


- **Save** – The assessment record edits are saved and navigation is switched to the Assessments Setup page.
- **Reset** – Unsaved edits are cleared without saving and the Add Assessments page is refreshed.

<sup>34</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.

<sup>35</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.

<sup>36</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.



-  **(Close Window)** – The window is closed and no action is taken
  - **Save Work** – The new record is saved and navigation is switched to the Edit Food Package Categories page.
  - **Do Not Save Work** – The modifications are cleared and navigation is switched to the Food Package Categories main page.
- 
- **Save** – The new record is saved and navigation is switched to the Edit Food Package Categories page.
  - **Reset** – Unsaved edits are cleared without saving and the Assessments Setup page is refreshed.

*Calculation(s): None*

*Background Processes: None*

## 25 ASSESSMENT TYPES

The Assessment Types base table allows for the configuration of assessment question types. Assessment types are used by the Probing & Topic Questions<sup>37</sup> base table.

*Navigation Path: Sys Admin / WIC Base Tables / Assessment Types*



Assessment Types	Home	Sys Admin	Ops Mgmt	WIC Services	CSFP Services	Scheduling	Farmers' Market	Finance	Vendor	Program Integrity	Reports
Assessment Types											
Assessment Type ID	Type Code	Type Name	Date Created	Created By	Date Modified	Modified By					
400	0	Topic	09/09/2013	WICADM							
401	1	Probing	09/09/2013	WICADM							
402	2	Standard	09/09/2013	WICADM							
Page 1 of 1											
Add											

*Figure 73: Assessment Types*

*Fields:*

- **Assessment Type ID** – A system generated ID used to uniquely define the assessment question type within HANDS.
- **Type Code** – A user defined number up to 10 characters long.
- **Type Name** – The assessment question category description.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.

<sup>37</sup> Refer to section 26, Probing & Topic Questions for details

- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Assessment Types Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Assessment Types Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Assessment Types Page

*Calculation(s): None*

*Background Processes:*

1. *On Edit and Add, the system validates there is a value in the Type Code and Type Name fields.*

## 25.1 Edit Assessment Types

The screenshot displays the 'Edit Assessment Types' page within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Assessment Types' and contains the following fields:

- Assessment Type ID: 400
- \*Type Code: 0
- \*Type Name: TOPIC

Below these fields is a large, empty text area for additional information. At the bottom right of the page, there are 'Save' and 'Reset' buttons.

*Figure 74: Edit Assessment Types Page*

## 25.2 Delete Assessment Types

The screenshot displays the 'Delete Assessment Types' page within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Assessment Types' and contains the confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'Assessment Type ID' is listed as 400. The form includes two input fields: '\*Type Code' with the value 0, and '\*Type Name' with the value TOPIC. At the bottom right of the form, there are 'Delete' and 'Cancel' buttons.

*Figure 75: Delete Assessment Types Page*

## 25.3 Add Assessment Types

Back to List

**Assessment Types**

\*Type Code  
0

\*Type Name

Save Reset

*Figure 76: Add Assessment Types Page*

## 26 PROBING & TOPIC QUESTIONS

The Probing & Topic Questions base table allows for the configuration of assessment questions. The assessment questions configured are used within the Assessments Setup<sup>38</sup> base table when configuring assessments.

Navigation Path: Sys Admin / Cert & Enroll Base Tables / Probing & Topic Questions


<div>  <span>Home</span> <span>Sys Admin</span> <span>Ops Mgmt</span> <span>WIC Services</span> <span>CSFP Services</span> <span>Scheduling</span> <span>Farmers' Market</span> <span>Finance</span> <span>Vendor</span> <span>Program Integrity</span> <span>Reports</span> </div>			
Probing & Topic Questions			
Probing & Topic Questions			
			<a href="#">+ Add</a>
Question Type	Question	Active	
Topic	Allergies	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Anemia and Lead Screening	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Appetite: Likes, aversions, cravings	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Beverages/Water	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Blood Tests	<input type="checkbox"/>	<a href="#">✎</a>
Topic	CUP USE, BOTTLE USE, BEVERAGES	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Caregiver's feelings about growth	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Child's History of Prematurity/LowBirth Weight	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Drug or Alcohol Use	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Eating Patterns	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	FEELINGS AND QUESTIONS ABOUT FORMULA FEEDING	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Feelings about pregnancy weight changes	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Feelings about weight changes	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Feelings and questions about breastfeeding	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Feelings of sadness, depression	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Food Safety	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Formula	<input type="checkbox"/>	<a href="#">✎</a>
Topic	Foster Care	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Growth	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	INTAKE OF FOODS: PICKY, TEXTURES, NUMBER OF MEALS, PORTION SIZES	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Immunizations	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	MEDICAL HISTORY: MEDICAL CONDITIONS, RECENT SURGERY, DELIVERY	<input checked="" type="checkbox"/>	<a href="#">✎</a>
Topic	Medical Conditions	<input checked="" type="checkbox"/>	<a href="#">✎</a>
			<a href="#">Save</a>

Figure 77: Probing & Topic Questions


Fields:

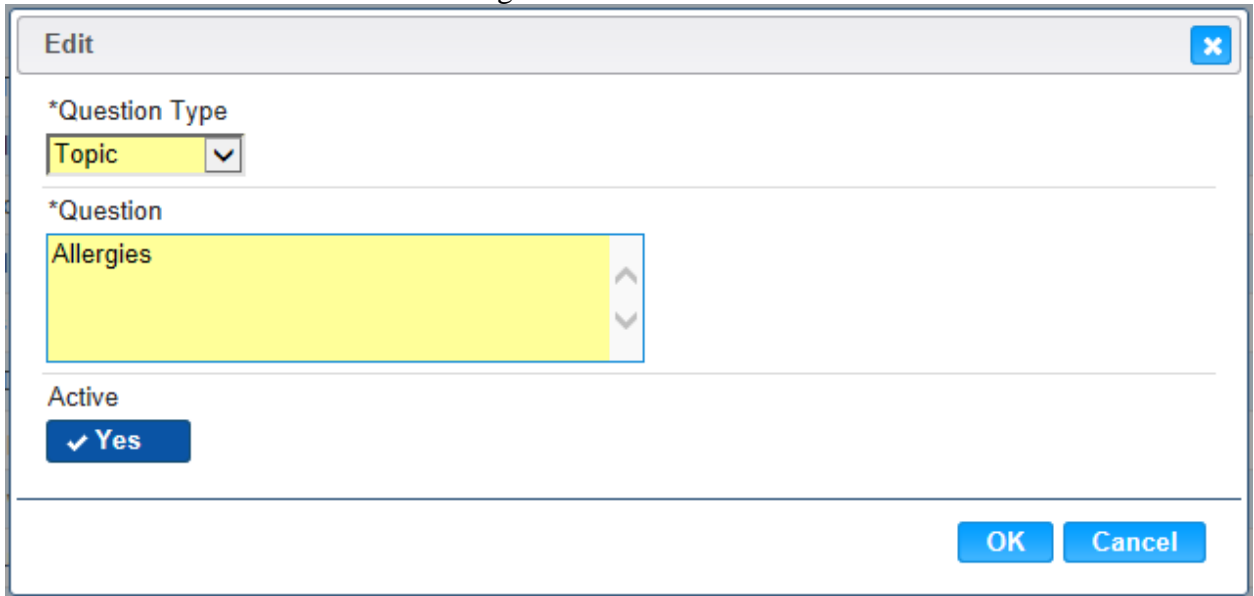
- **Question Type**<sup>39</sup> – The assessment question type.
- **Question** – The text of an assessment question.
- **Active** – Check the Active box to enable/disable the assessment question.

<sup>38</sup> Refer to section 23, Assessments Setup for details

<sup>39</sup> Refer to section 25, Assessment Types for details

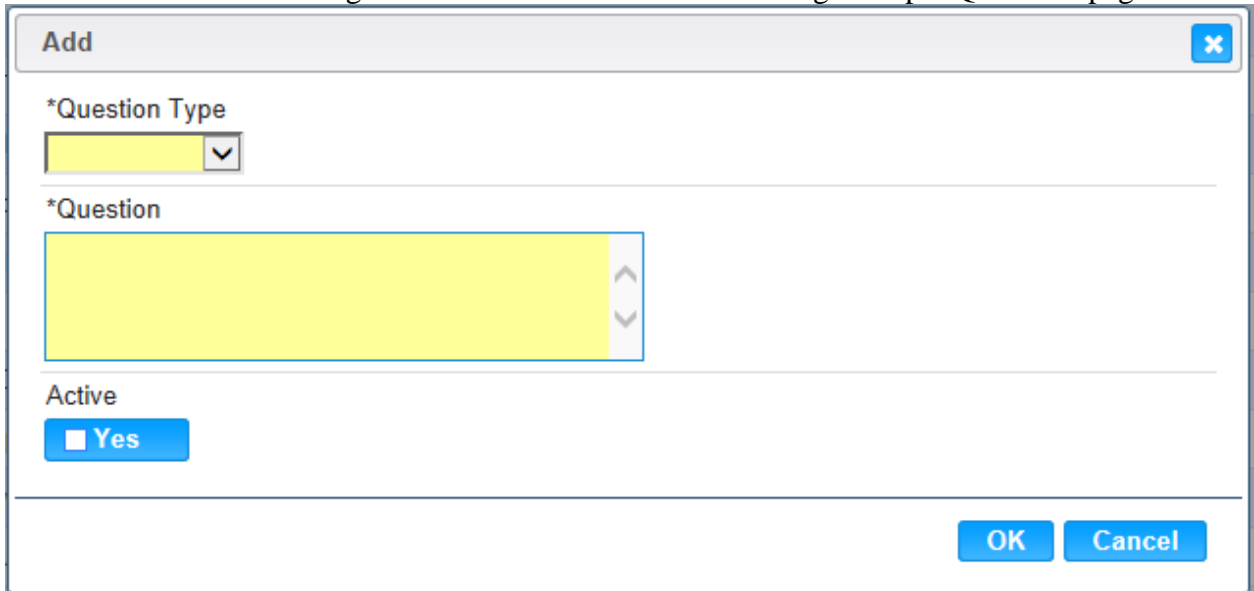


-  (**Edit Icon**) – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.



*Buttons:*

- **Add** – When selected navigation is switched to the Add Probing & Topic Questions page.



*Calculation(s): None*





















*Background Processes:*

1. On Edit and Add, the system validates there is a value in the *Question Type* and *Question* fields.

## 27 BF PROMO ITEMS

The Breast Feeding Promotion Items base table allows for the configuration of promotional items that help promote breast feeding.

*Navigation Path: Sys Admin / WIC Base Tables / BF Promo Items*

BF Promo Items										
BF Item Code	Icon Container Code	Iuom Unit Of Measure Code	Description	Date Created	Created By	Date Modified	Modified By	Note	Active Flag	
N1	1	CEA	QUILT	03/29/2001	C00154	09/16/2014	JSURLS		Y	 
B1	1	CEA	INFANT T-SHIRT	01/11/2000	WICADM	01/11/2000	WICADM		Y	 
M1	1	CEA	ENHANCED FP	01/11/2000	WICADM	02/05/2001	PISTINM		Y	 
M2	1	PAIR	BREAST PADS	01/11/2000	WICADM	02/05/2001	PISTINM		Y	 
M3	1	CEA	DOUBLE PUMPING ATTACHMENT KIT	01/11/2000	WICADM	01/11/2000	WICADM		Y	 
M4	1	CEA	SINGLE PUMPING ATTACHMENT KIT	01/11/2000	WICADM	09/16/2014	JSURLS		Y	 
M5	1	CEA	MANUAL PUMP	01/11/2000	WICADM	01/11/2000	WICADM		Y	 
M6	1	CEA	BREAST SHIELDS/SHELLS	01/11/2000	WICADM	01/11/2000	WICADM		Y	 
M7	1	CEA	SUPPLEMENTAL NURSING SYSTEM	01/11/2000	WICADM	01/11/2000	WICADM		Y	 
M8	1	CEA	PERSONAL CARE PRODUCT - MOM	01/11/2000	WICADM	09/16/2014	JSURLS		Y	 

Page 1 of 3

[Add](#)



*Figure 78: BF Promo Items*

*Fields:*

- **BF Item Code** – A user defined string with a maximum length of 4 used to uniquely define the breastfeeding promotion item.
- **Icon Container Code**<sup>40</sup> – The container type.
- **Iuom Unit of Measure Code**<sup>41</sup> – The unit of measure associated with the container type.
- **Description** – A verbose description of the breastfeeding promotional item.

<sup>40</sup> Refer to section 4, Containers of the “HANDS DFDD Food Package State” document for details.

<sup>41</sup> Refer to section 6, Units of Measure of the “HANDS DFDD Food Package State” document for details.

- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- **Active Flag** – A Yes/No indicator of if the breastfeeding promotional item type is Active.
-  (**Edit Icon**) – When selected navigation will switch to the Edit BF Promo Items Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete BF Promo Items Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add BF Promo Items Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates there is a value in the Icon Container Code, Iuom Unit Of Measure Code, Description, and Active Flag fields.*
2. *On Add, the system validates there is a value in the BF Item Code, Icon Container Code, Iuom Unit Of Measure Code, Description, and Active Flag fields.*

## 27.1 Edit BF Promo Items Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**BF Promo Items**

BF Item Code  
N1

\*Icon Container Code  
BAG

\*luom Unit Of Measure Code  
COUNT EACH

\*Description  
QUILT

Note

\*Active Flag  
YES

Save Reset

*Figure 79: Edit BF Promo Items Page*

## 27.2 Delete BF Promo Items Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

**BF Promo Items**

Are you sure you want to delete this record?

BF Item Code  
N1

\*Icon Container Code  
BAG

\*luom Unit Of Measure Code  
COUNT EACH

\*Description  
QUILT

Note

\*Active Flag  
YES

Delete Cancel

*Figure 80: Delete BF Promo Items Page*

## 27.3 Add BF Promo Items Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**BF Promo Items**

\*BF Item Code

\*Icon Container Code  
NOT SET

\*luom Unit Of Measure Code  
NOT SET

\*Description

Note

\*Active Flag  
NOT SET
























Save Reset



*Figure 81: Add BF Promo Items Page*

## 28 BMI ANTHROPOMETRIC

The BMI Anthropometric base table allows for the configuration of BMI classifications based on anthropometric parameters. The BMI classification is applied to clients as part of the client certification and enrollment<sup>42</sup> process.

*Navigation Path: Sys Admin / WIC Base Tables / BMI Anthropometric*

		Home	Sys Admin	Ops Mgmt	WIC Services	CSFP Services	Scheduling	Farmers' Market	Finance	Vendor	Program Integrity	Reports
BMI Anthropometric												
BMI Anthropometric												
BMI Category	Height	Metric Weight	Eng Weight	Eng Height	BMI Value	Date Created	Created By	Date Modified	Modified By	Note		
UNDERWEIGHT	142	39	87	448	19.5	02/10/2000	CMA_JFR					
UNDERWEIGHT	144	40	91	456	19.6	02/10/2000	CMA_JFR					
UNDERWEIGHT	147	42	94	464	19.6	02/10/2000	CMA_JFR					
UNDERWEIGHT	149	43	97	472	19.5	02/10/2000	CMA_JFR					
UNDERWEIGHT	152	45	100	480	19.5	02/10/2000	CMA_JFR					
UNDERWEIGHT	154	46	104	488	19.6	02/10/2000	CMA_JFR					
UNDERWEIGHT	157	48	107	496	19.5	02/10/2000	CMA_JFR					
UNDERWEIGHT	160	50	111	504	19.6	02/10/2000	CMA_JFR					
UNDERWEIGHT	162	51	114	512	19.5	02/10/2000	CMA_JFR					
UNDERWEIGHT	165	53	118	520	19.6	02/10/2000	CMA_JFR					
 												Page 1 of 8
Add												

- *Overweight*
- *Underweight*
- **Height** – The height of the client in Centimeters.
- **Metric Weight** – The weight of the client in Kilograms.
- **Eng Weight** – The weight of the client in Pounds.
- **Eng Height** – The height of the client in 1/8<sup>th</sup> inches.
- **BMI Value** – The Body to Mass Index calculation.  
*Note 1 - Metric BMI = [Weight in kilograms / (Height in CM \* Height in CM) \* 10,000*  
*Note 2 - English BMI = [Weight in pounds / (Height in inches \* Height in inches) \* 703*
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit BMI Anthropometric Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete BMI Anthropometric Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add BMI Anthropometric Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates there is a value entered in the Eng Weight, Eng Height, and BMI Value fields.*
2. *On Add, the system validates there is a value entered in the BMI Category, Height, Metric Weight, Eng Weight, Eng Height, and BMI Value fields.*



## 28.1 Edit BMI Anthropometric Page

**BMI Anthropometric**

BMI Category  
UNDERWEIGHT

Height  
142

Metric Weight  
39

\*Eng Weight  
87

\*Eng Height  
448

\*BMI Value  
19.5

Note

Save Reset

*Figure 83: Edit BMI Anthropometric Page*

## 28.2 Delete BMI Anthropometric Page

**BMI Anthropometric**

Are you sure you want to delete this record?

BMI Category  
UNDERWEIGHT

Height  
142

Metric Weight  
39

\*Eng Weight  
87

\*Eng Height  
448

\*BMI Value  
19.5

Note

*Figure 84: Delete BMI Anthropometric Page*

## 28.3 Add BMI Anthropometric Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**BMI Anthropometric**

\*BMI Category  
NOT SET

\*Height  
0

\*Metric Weight  
0

\*Eng Weight  
0

\*Eng Height  
0

\*BMI Value  
0

Note








Save Reset

*Figure 85: Add BMI Anthropometric Page*

## 29 BP INACTIVE REASONS

The BP Inactive Reasons base table allows for the configuration of reasons why a breast pump has been inactive.



*Navigation Path: Sys Admin / WIC Base Tables / BP Inactive Reasons*

	Home	Sys Admin	Ops Mgmt	WIC Services	CSFP Services	Scheduling	Farmers' Market	Finance	Vendor	Program Integrity	Reports
BP Inactive Reasons											
BP Inactive Reasons											
BP Inactive Reason ID	Reason Code	Description	Note	Date Created	Created By	Date Modified	Modified By				
7	L	Lost	Lost	09/04/2013	WICADM						
8	B	Broken	Broken	09/04/2013	WICADM						
2	CLN	CLEANING		01/01/2013	wicadm	05/15/2014	MNUNEZ				
Page 1 of 1											
Add											

*Figure 86: BP Inactive Reasons*

*Fields:*

- **BP Inactive Reasons ID** – A user defined string with a maximum value of 3 characters used to uniquely identify the breast pump inactivity reason within HANDS.
- **Reason Code** – A user defined string with a maximum value of 3 characters used to identify a breast pump inactivity reason with a code value.
- **Description** – A verbose description of the breast pump inactivity reason.
- **Note** – A free text field used for storing notes specific to the record.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.

- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit BP Inactive Reasons Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete BP Inactive Reasons Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add BP Inactive Reasons Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit and Add, the system validates there is a value entered in the Reason Code and Description fields.*

## 29.1 Edit BP Inactive Reasons Page

Back to List

**BP Inactive Reasons**

BP Inactive Reason ID  
7

\*Reason Code  
L

\*Description  
LOST

Note  
Lost

Save Reset

*Figure 87: Edit BP Inactive Reasons Page*

## 29.2 Delete BP Inactive Reasons Page

**BP Inactive Reasons**

Are you sure you want to delete this record?

BP Inactive Reason ID  
7

\*Reason Code  
L

\*Description  
LOST

Note  
Lost

Delete Cancel

*Figure 88: Delete BP Inactive Reasons Page*

## 29.3 Add BP Inactive Reasons Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**BP Inactive Reasons**

\*Reason Code

\*Description

Note

Save Reset



















*Figure 89: Add BP Inactive Reasons Page*



### 30 BP STATUSES

The BP Statuses base table allows for the configuration of breast pump statuses.

*Navigation Path: Sys Admin / WIC Base Tables / BP Statuses*


BP Statuses							
BP Status Code	BP Status Description	BP Status Comments	Date Created	Created By	Date Modified	Modified By	
1	AVAILABLE		01/01/2013	WICADM			 
2	RETURNED		01/01/2013	WICADM			 
3	BROKEN		01/01/2013	WICADM			 
4	CLEANING		01/01/2013	WICADM	05/15/2014	MNUNEZ	 
5	STOLEN/LOST		01/01/2013	WICADM	05/15/2014	MNUNEZ	 
6	ISSUED		10/09/2013	WICADM			 
7	LETTER SENT		11/05/2013	WICADM	05/15/2014	MNUNEZ	 
8	STATE WAREHOUSE		11/05/2013	WICADM			 
9	LA WAREHOUSE		11/05/2013	WICADM			 


Page 1 of 1

Add

*Figure 90: BP Statuses*

*Fields:*

- **BP Status Code** – A user defined string with a maximum value of 3 characters used to identify a breast pump status with a code value.
- **BP Status Description** – A verbose description of the of a breast pump status.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Statuses Page pre-populated with the details of the record for editing.

-  **(Delete Icon)** – When selected navigation will switch to the Delete Statuses Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Statuses Page.

*Calculation(s): None*

*Background Processes:*

1. *On Add, the system validates there is a value in the BP Status Code field.*

### 30.1 Edit Statuses Page

**BP Statuses**

BP Status Code  
1

BP Status Description  
AVAILABLE

BP Status Comments

Save Reset

*Figure 91: Edit BP Statuses Page*

## 30.2 Delete Statuses Page

The screenshot displays the 'Delete BP Statuses' page within the HANDS WIC System. The page features a navigation bar at the top with tabs for Home, Sys Admin (active), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'BP Statuses' and contains a confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'BP Status Code' is listed as '1'. The 'BP Status Description' is shown as 'AVAILABLE' in a text box. The 'BP Status Comments' section is a large, empty text area with a vertical scrollbar. At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 92: Delete BP Statuses Page*

### 30.3 Add Statuses Page

**BP Statuses**

\*BP Status Code

BP Status Description

BP Status Comments

Save Reset

*Figure 93: Add BP Statuses Page*

## 31 BREAST PUMP TYPES

The Breast Pump Types base table allows for the configuration of breast pump types.

*Navigation Path: Sys Admin / WIC Base Tables / Breast Pump Types*

Breast Pump Types										
Breast Pump Code	Description	Date Created	Created By	Date Modified	Modified By	Note				
10	PERSONAL- MEDELA PUMP-IN-STYLE	05/09/2014	HANDSUSERNAME2			This is a dual Breast pump				
1	Hospital Grade Ameda Elite	03/04/2014	WICADM							
2	Hospital Grade Ameda Lact-e	03/04/2014	WICADM							
3	Hospital Grade Ameda SMB	03/04/2014	WICADM							
4	Hospital Grade Hygena EnDeare	03/04/2014	WICADM							
5	HOSPITAL GRADE MEDELA LACTINA	03/04/2014	WICADM	09/16/2014	JSURLS	BF Team requested this description to be modified for production				
6	PERSONAL PUMP MEDELA PUMP IN STYLE	03/04/2014	WICADM	09/16/2014	KDURAISA	BF Team requested this description to be modified for production				


Page 1 of 1

[Add](#)

*Figure 94: Breast Pump Types*

*Fields:*

- **BP Status Code** – A user defined string with a maximum value of 3 characters used to identify a breast pump type with a code value.
- **BP Status Description** – A verbose description of the breast pump status.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- (**Edit Icon**) – When selected navigation will switch to the Edit Breast Pump Types Page pre-populated with the details of the record for editing.

-  **(Delete Icon)** – When selected navigation will switch to the Delete Breast Pump Types Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Breast Pump Types Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates there is a value entered in the Description field.*
2. *On Add, the system validates there is a value entered in the Breast Pump Code and Description fields.*

### 31.1 Edit Breast Pump Types Page

The screenshot displays the 'Edit Breast Pump Types' page. At the top is a navigation bar with the following tabs: Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Breast Pump Types' and shows 'Breast Pump Code' as '1'. The '\*Description' field contains the text 'HOSPITAL GRADE AME'. Below this is a 'Note' section with a large text area. At the bottom right of the page are 'Save' and 'Reset' buttons.

*Figure 95: Edit Breast Pumps Types Page*



## 31.2 Delete Breast Pump Types Page

The screenshot displays the 'Delete Breast Pump Types' page within the HANDS WIC System. The page features a navigation bar at the top with tabs for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Breast Pump Types' and contains a confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'Breast Pump Code' is listed as '1'. The '\*Description' field is highlighted in yellow and contains the text 'HOSPITAL GRADE AME'. A 'Note' section is visible below the description, but it is empty. At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 96: Delete Breast Pumps Types Page*

### 31.3 Add Breast Pump Types Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Breast Pump Types**

\*Breast Pump Code

\*Description

Note

Save Reset

*Figure 97: Add Breast Pumps Types Page*

## 32 GROUPS

The Groups base table allows for the configuration of assessment groups.

*Navigation Path: Sys Admin / WIC Base Tables / Groups*



</

**Figure 98: Groups**

*Fields:*

- **Group ID** – A system generated ID used to uniquely identify the assessment group within HANDS.
- **Group Name** – A verbose description of the assessment group.
- **Group Image** – An image can be loaded in this field to display on the Assessment page.
- **Group Ordinal** – The order this assessment group will appear within the Asses tab of the Certification and Enrollment<sup>43</sup> module.
- **Active Flag** – A Yes/No indicator of if the assessment group is active.

<sup>43</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.

- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
-  **(Edit Icon)** – When selected navigation will switch to the Edit Groups Page pre-populated with the details of the record for editing.
-  **(Delete Icon)** – When selected navigation will switch to the Delete Groups Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Groups Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit and Add, the system validates there is a value entered in the Group Name, Group Ordinal, and Active Flag fields.*

## 32.1 Edit Groups Page

**Groups**

Group ID  
400

\*Group Name  
ANTHROPOMETRIC

Group Image

\*Group Ordinal  
1

\*Active Flag  
YES

*Figure 99: Edit Groups Page*

## 32.2 Delete Groups Page

The screenshot displays the 'Delete Groups Page' within the HANDS WIC System. The page features a navigation bar at the top with tabs for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Groups' and contains a confirmation message: 'Are you sure you want to delete this record?'. Below this message, the following information is displayed:

- Group ID: 400
- \*Group Name: ANTHROPOMETRIC
- Group Image: (empty text box)
- \*Group Ordinal: 1
- \*Active Flag: YES (dropdown menu)

At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 100: Delete Groups Page*

### 32.3 Add Groups Page

Navigation: Home | **Sys Admin** | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Farmers' Market | Finance | Vendor | Program Integrity | Reports

[Back to List](#)

**Groups**

\*Group Name

Group Image

\*Group Ordinal


















\*Active Flag

*Figure 101: Add Groups Page*

### 33 HC PAYEES

The HC Payees base table allows for the configuration of health care payees.

*Navigation Path: Sys Admin / WIC Base Tables / HC Payees*



<div>  <span>Home</span> <span>Sys Admin</span> <span>Ops Mgmt</span> <span>WIC Services</span> <span>CSFP Services</span> <span>Scheduling</span> <span>Farmers' Market</span> <span>Finance</span> <span>Vendor</span> <span>Program Integrity</span> <span>Reports</span> </div>									
HC Payees									
HC Payees									
HC Payee Code	Description	Date Created	Created By	Date Modified	Modified By	Note			
A	FREE PUBLIC CLINIC	01/14/2000	WICADM						
B	CARE PROVIDED BY THE MILITARY	01/14/2000	WICADM						
C	AHCCCS	01/14/2000	WICADM						
I	INDIAN HEALTH SERVICE	01/14/2000	WICADM						
O	OTHER	01/14/2000	WICADM						
P	PRIVATE INSURANCE	01/14/2000	WICADM						
S	SELF PAY - NOT REFUNDED BY INSURANCE	01/14/2000	WICADM						
U	UNABLE TO PAY	01/14/2000	WICADM						
<div> <span>&lt;</span> <span>&gt;</span> </div>									Page 1 of 1
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>									
<div>Add</div>									

*Figure 102: HC Payees*

*Fields:*

- **HC Payee Code** – A user defined string with a maximum value of 3 characters used to identify a health cared payee type with a code value.
- **Description** – A verbose description of the health care payee.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.



-  (**Edit Icon**) – When selected navigation will switch to the Edit HC Payees Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete HC Payees Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add HC Payees Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates there is a value entered in the Description field.*
2. *On Add, the system validates there is a value entered in the HC Payee Code and Description fields.*

### 33.1 Edit HC Payees Page

The screenshot displays the 'Edit HC Payees Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area contains the following fields:

- HC Payees**
- HC Payee Code**: A
- \*Description**: FREE PUBLIC CLINIC
- Note**: A large text area for additional information.

At the bottom right of the form, there are two buttons: **Save** and **Reset**.

*Figure 103: Edit HC Payees Page*

### 33.2 Delete HC Payees Page

Hands WIC System

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

#### HC Payees

Are you sure you want to delete this record?

HC Payee Code  
A

\*Description  
FREE PUBLIC CLINIC

Note

[Delete](#) [Cancel](#)

*Figure 104: Delete HC Payees Page*

### 33.3 Add HC Payees Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**HC Payees**

\*HC Payee Code

\*Description

Note


















Save Reset

*Figure 105: Add HC Payees Page*

## 34 IMMUNIZATIONS NOT ASSESSED

The Immunizations Not Assessed base table allows for the configuration of available reasons why immunizations were not assessed.



*Navigation Path: Sys Admin / WIC Base Tables / Immunizations Not Assessed*

<div>  <span>Home</span> <span>Sys Admin</span> <span>Ops Mgmt</span> <span>WIC Services</span> <span>CSFP Services</span> <span>Scheduling</span> <span>Farmers' Market</span> <span>Finance</span> <span>Vendor</span> <span>Program Integrity</span> <span>Reports</span> </div>								
Immunizations Not Assessed								
Immunizations Not Assessed								
No Assess Code	Description	Created By	Date Created	Modified By	Date Modified	Gray Assess Imm	Note	
1	HAS BUT FORGOT SHOT RECORD	WICADM	03/07/2003	JFARINA	03/12/2003	Y		 
2	DOES NOT OWN A SHOT RECORD AT ALL	WICADM	03/07/2003	JFARINA	03/12/2003	Y		 
3	RECORD IS UNCLEAR	WICADM	03/07/2003	JSURLS	09/16/2014	N		 
4	SHOTS ARE LISTED WITH BRAND NAME ONLY	WICADM	03/07/2003	JFARINA	03/12/2003	N		 
5	RECORD IS IN A FOREIGN LANGUAGE	WICADM	03/07/2003	JFARINA	03/12/2003	N		 
6	DOES NOT IMMUNIZE	WICADM	03/07/2003	JFARINA	03/12/2003	Y		 
7	OTHER	WICADM	03/07/2003	JSURLS	09/16/2014	N		 
8	CHILD IS NOT UP TO DATE ON IMMUNIZATIONS	SHAQ	06/17/2014			Y	ADDED ON 6/17/14 PER CARRIE. -SYEDA	 
<div> <span>&lt;</span> <span>&gt;</span> </div>								Page 1 of 1
<div>Add</div>								

*Figure 106: Immunizations Not Assessed*

*Fields:*

- **No Assess Code** – A user defined string with a maximum value of 2 characters used to identify a reason for why immunization was not assessed with a code value.
- **Description** – A verbose description of the health reason why immunization was not assessed.
- **Created By** – The User ID of the author who created the record.
- **Date Created** – The date when the record was created.
- **Modified By** – The User ID of the author who last modified the record.
- **Date Modified** – The date when the record was last modified.

- **Gray Assess Imm** – Field moved from legacy system that is not used in HANDS.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Immunizations Not Assessed Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Immunizations Not Assessed Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Immunizations Not Assessed Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates there is a value in the Description field.*
2. *On Add, the system validates there is a value in the No Assess Code and Description fields.*

### 34.1 Edit Immunizations Not Assessed Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Immunizations Not Assessed**

No Assess Code  
1

\*Description  
HAS BUT FORGOT SHC

Gray Assess Imm  
Y

Note

Save Reset

*Figure 107: Edit Immunizations Not Assessed Page*

## 34.2 Delete Immunizations Not Assessed Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

**Immunizations Not Assessed**

Are you sure you want to delete this record?

No Assess Code  
1

\*Description  
HAS BUT FORGOT SHC

Gray Assess Imm  
☒

Note

[Delete](#) [Cancel](#)

*Figure 108: Delete Immunizations Not Assessed Page*



### 34.3 Add Immunizations Not Assessed Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Immunizations Not Assessed**

\*No Assess Code

\*Description

Gray Assess Imm

Note





















Save Reset

*Figure 109: Add Immunizations Not Assessed Page*

## 35 INCOME LEVELS

The Income Levels base table allows for the configuration of income ranges used to qualify a family into the WIC program based on the household income.



*Navigation Path: Sys Admin / WIC Base Tables / Income Levels*

Income Levels										
Begin Date	Number In Economic Unit	Csf Elderly	Income High	Income Low	Date Created	Created By	Date Modified	Modified By	Note	
04/01/2014	1	N	1800	0	03/17/2014	KIPIANC				 
04/01/2014	1	Y	1265	0	03/17/2014	KIPIANC				 
04/01/2014	2	N	2426	0	03/17/2014	KIPIANC				 
04/01/2014	2	Y	1705	0	03/17/2014	KIPIANC	09/16/2014	JSURLS		 
04/01/2014	3	N	3051	0	03/17/2014	KIPIANC				 
04/01/2014	3	Y	2144	0	03/17/2014	KIPIANC				 
04/01/2014	4	N	3677	0	03/17/2014	KIPIANC				 
04/01/2014	4	Y	2584	0	03/17/2014	KIPIANC				 
04/01/2014	5	N	4303	0	03/17/2014	KIPIANC				 
04/01/2014	5	Y	3024	0	03/17/2014	KIPIANC				 
<div> <span>&lt;</span> <span>&gt;</span> </div> <div>Page 1 of 168</div>										
<div>Add</div>										

*Figure 110: Income Levels*

### Fields:

- **Begin Date** – The date that the income level range becomes available for use.
- **Number In Economic Unit** – The number of people in the household unit.  
*Note – Pregnant woman should include their unborn child in the number.*
- **Csf Elderly** – A Yes/No indicator of if the economic unit includes an elderly person who participates on the Commodity Supplemental Food Program.
- **Income High** – The high range of income required in order for members of the economic unit to qualify for the state's WIC program.

- **Income Low** – The low range of income required in order for members of the economic unit to qualify for the state’s WIC program.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Income Levels Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Income Levels Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Income Levels Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates there is a value entered in the Income High and Income Low fields.*
2. *On Add, the system validates there is a value entered in the Begin Date, Number In Economic Unit, Csf Elderly, Income High, and Income Low fields.*

### 35.1 Edit Income Levels Page

**Income Levels**

Begin Date  
4/1/2014

Number In Economic Unit  
1

Csf Elderly  
N

\*Income High  
1800

\*Income Low  
0

Note

Save Reset

*Figure 111: Edit Income Levels Page*

## 35.2 Delete Income Levels Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

### Income Levels

Are you sure you want to delete this record?

Begin Date  
4/1/2014

Number In Economic Unit  
1

Csf Elderly  
N

\*Income High  
1800

\*Income Low  
0

Note

[Delete](#) [Cancel](#)

*Figure 112: Delete Income Levels Page*

### 35.3 Add Income Levels Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Income Levels**

\*Begin Date  
12/12/2014

\*Number In Economic Unit  
0

\*Csf Elderly  
NOT SET

\*Income High  
0

\*Income Low  
0

Note





















Save Reset

*Figure 113: Add Income Levels Page*

## 36 INCOME SOURCES

The Income Sources base table allows for the configuration of income source types within HANDS.

*Navigation Path: Sys Admin / WIC Base Tables / Income Sources*

Income Sources							
Income Source Code	Description	Date Created	Created By	Date Modified	Modified By	Note	
D	DIVIDENDS/INTEREST ON SAVINGS/BONDS, INCOME FROM ESTATE	01/12/2000	WICADM				 
A	WAGES,SALARY,COMMISSIONS,FEES OR CASH PYMNTS FOR SRVC REND.	01/12/2000	WICADM				 
B	NET INCOME FROM FARM AND NON-FARM SELF-EMPLOYMENT	01/12/2000	WICADM				 
C	SOCIAL SECURITY BENEFITS/ SSI	01/12/2000	WICADM	09/16/2014	JSURLS		 
E	PUBLIC ASSISTANCE OR WELFARE PAYMENTS	01/12/2000	WICADM				 
F	UNEMPLOYMENT COMPENSATION	01/12/2000	WICADM				 
G	BANK OR ACCOUNT STATEMENTS	01/12/2000	WICADM				 
H	WORKMEN'S COMPENSATION	01/12/2000	WICADM				 
I	FOSTER CARE	01/12/2000	WICADM				 
J	RETIREMENT /PENSIONS	01/12/2000	WICADM				 



Page 1 of 3

Add

*Figure 114: Income Sources*

*Fields:*

- **Income Source Code** – A user defined string with a maximum value of 1 character used to identify an income source type with a code value.
- **Description** – A verbose description of the income source type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  (**Edit Icon**) – When selected navigation will switch to the Edit Income Sources Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Income Sources Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Income Sources Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates there is a value entered in the Description field.*
2. *On Add, the system validates there is a value entered in the Income Source Code and Description fields.*



### 36.1 Edit Income Sources Page

The screenshot displays the 'Edit Income Sources Page' within the HANDS WIC System. The top navigation bar includes tabs for Home, Sys Admin (active), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar, a 'Back to List' button is visible. The main section is titled 'Income Sources' and shows the 'Income Source Code' as 'D'. The '\*Description' field is highlighted in yellow and contains the text 'DIVIDENDS/INTEREST ON SAVINGS/BONDS, INCOME FROM ESTATE'. Below the description field is a 'Note' field. At the bottom right of the page, there are 'Save' and 'Reset' buttons.

*Figure 115: Edit Income Sources Page*

## 36.2 Delete Income Sources Page

**Income Sources**

Are you sure you want to delete this record?

Income Source Code  
D

\*Description  
DIVIDENDS/INTEREST ON SAVINGS/BONDS, INCOME FROM ESTATE

Note

Delete Cancel

*Figure 116: Delete Income Sources Page*

### 36.3 Add Income Sources Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Income Sources**

\*Income Source Code

\*Description

Note



Save Reset

*Figure 117: Add Income Sources Page*

### 37 INCOME VERIFICATIONS

The Income Verifications base table allows for the configuration of income verification types within HANDS.

*Navigation Path: Sys Admin / WIC Base Tables / Income Verifications*

- **Active Flag** – A Yes/No indicator of if the income verification type is Active.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Income Verifications Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Income Verifications Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Income Verifications Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates there is a value entered in the Description and Active Flag fields.*
2. *On Add, the system validates there is a value entered in the Inc Verif Code, Description, and Active Flag fields.*

### 37.1 Edit Income Verifications Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Income Verifications**

Inc Verif Code  
2

\*Description  
INCOME TAX RETURN/

Note

\*Active Flag  
YES

Save Reset

*Figure 119: Edit Income Verifications Page*

## 37.2 Delete Income Verifications Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Income Verifications**

Are you sure you want to delete this record?

Inc Verif Code  
2

\*Description  
INCOME TAX RETURN/

Note

\*Active Flag  
YES

Delete Cancel

*Figure 120: Delete Income Verifications Page*

### 37.3 Add Income Verifications Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Income Verifications**

\*Inc Verif Code  
0

\*Description

Note

\*Active Flag  
NOT SET

Save Reset

*Figure 121: Add Income Verifications Page*



## **38     MARITAL STATUSES**

The Marital Statuses base table was included in HANDS for backward compatibility with AIM during the transitional period from AIM to HANDS. This base table is no longer used in HANDS and will be removed in a future release of the application.

### 39 NCHS CLASSIFICATIONS

The NCHS Classifications base table allows for the configuration of National Center for Health Statistics classification types within HANDS. The NCHS Classifications, NCHS Types<sup>44</sup> and NCHS Data<sup>45</sup> base tables form a database of anthropometric measurements which are used to indicate health risk factors during the certification and enrollment process.

*Navigation Path: Sys Admin / WIC Base Tables / NCHS Classifications*

Ic Classification	Date Created	Created By	Developed By	Date Modified	Modified By	Short Note
STANDARD	01/12/2000	WICADM	NCHS/CDC ANTHROPOMETRIC REFERENCE			



*Figure 122: NCHS Classifications*

*Fields:*

- **Ic Classification** – A user defined string with a maximum value of 8 characters used to identify the classification type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.

<sup>44</sup> Refer to section 40, NCHS Types for details

<sup>45</sup> Refer to section 41, NCHS Data for details

- **Developed By** – The agency that developed the classification type.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Short Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit NCHS Classifications Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete NCHS Classifications Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched to the Add NCHS Classifications Page.

*Calculation(s): None*

*Background Processes:*

1. *On Add the system validates there is a value entered in the lc Classification field.*

### 39.1 Edit NCHS Classifications Page

**NCHS Classifications**

Ic Classification  
STANDARD

Developed By  
NCHS/CDC ANTHROPC

Short Note

Save Reset

*Figure 123: Edit NCHS Classifications Page*

## 39.2 Delete NCHS Classifications Page

The screenshot displays the 'Delete NCHS Classifications' page within the HANDS WIC System. The page features a navigation bar at the top with tabs for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area shows the title 'NCHS Classifications' and a confirmation message: 'Are you sure you want to delete this record?'. Below this, the record details are listed: 'Ic Classification: STANDARD', 'Developed By: NCHS/CDC ANTHROPC', and a 'Short Note' field. The 'Short Note' field is a text area with a vertical scrollbar. At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 124: Delete NCHS Classifications Page*

### 39.3 Add NCHS Classifications Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**NCHS Classifications**

Ic Classification



Developed By

Short Note

Save Reset

*Figure 125: Add NCHS Classifications Page*



- **Description** – A verbose description of the NCHS measurement type.
- **Measurement1** – A user defined string with a maximum length of 10 indicating what the first measurement type is.
- **Measurement2** – A user defined string with a maximum length of 10 indicating what the first measurement type is.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Short Note** – A free text field used for storing notes specific to the record.
- **Active Flag** – A Yes/No indicator of if the NCHS measurement type is Active.
-  **(Edit Icon)** – When selected navigation will switch to the Edit NCHS Types Page pre-populated with the details of the record for editing.
-  **(Delete Icon)** – When selected navigation will switch to the Delete NCHS Types Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add NCHS Types Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates there is a value entered in the Description, Measurement1, and Measurement2 fields.*
2. *On Add, the system validates there is a value entered in the Cnc lc Classification, Measurement Type, Description, Measurement1, and Measurement2 fields.*



## 40.1 Edit NCHS Types Page

The screenshot displays the 'Edit NCHS Types' page within the HANDS WIC System. The page features a navigation bar at the top with links: Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area contains the following fields:

- NCHS Types**
- Cnc Ic Classification**: STANDARD
- Measurement Type**: STAAGE
- \*Description**: STATURE FOR AGE
- \*Measurement1**: AGE
- \*Measurement2**: STATURE
- Short Note**: A text area with a scroll bar.
- Active Flag**: YES (with a dropdown arrow)

At the bottom right of the form, there are two buttons: 'Save' and 'Reset'.

*Figure 127: Edit NCHS Types Page*

## 40.2 Delete NCHS Types Page

Back to List

**NCHS Types**

Are you sure you want to delete this record?

Cnc Ic Classification  
STANDARD

Measurement Type  
STAAGE

\*Description  
STATURE FOR AGE

\*Measurement1  
AGE

\*Measurement2  
STATURE

Short Note

Active Flag  
YES

Delete Cancel

*Figure 128: Delete NCHS Types Page*

### 40.3 Add NCHS Types Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**NCHS Types**

\*Cnc Ic Classification  
NOT SET ▼

\*Measurement Type  
[Text Input Field]

\*Description  
[Text Input Field]

\*Measurement1  
[Text Input Field]

\*Measurement2  
[Text Input Field]

Short Note  
[Text Area]

Active Flag  
NOT SET ▼


Save Reset

*Figure 129: Add NCHS Types Page*

## 41 NCHS DATA

The NCHS Data base table allows for the configuration of anthropometric measurement range statistics used to indicate health risk factors during the certification and enrollment process.

*Navigation Path: Sys Admin / WIC Base Tables / NCHS Data*



Home

Sys Admin

Ops Mgmt

WIC Services

CSFP Services

Scheduling

Farmers' Market

Finance

Vendor

Program Integrity

Reports

NCHS Data

NCHS Data

Data Source	Percent	Metric Meas Val1	Metric Meas Val2	Graph Flag	English Meas Val1	English Meas Val2	Date Created	Created By	Crf Risk Factor ID	Crf Cat Category Code	Date Modified	Modified By	Short Note	Nt Measurement Type	Nt Cnc Ic Classification
CDC	3	51.5	96	N	51.5	37.8	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	52.5	96.5	N	52.5	38	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	53.5	97	N	53.5	38.2	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	54.5	97.5	N	54.5	38.4	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	55.5	98	N	55.5	38.6	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	56.5	98.4	N	56.5	38.7	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	57.5	98.9	N	57.5	38.9	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	59.5	99.9	N	59.5	39.3	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	60.5	100.3	N	60.5	39.5	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	61.5	100.8	N	61.5	39.7	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD

<

>

Page 31 of 1360



Add

*Figure 130: NCHS Data*

*Fields:*

- **Data Source** – The source of the anthropometric measurement statistical data.
- **Percent** – The overall population percentile sharing the anthropometric measurements.
- **Metric Meas Val1** – The first measurement value (in Metric standard) associated with the Nt Measurement Type<sup>49</sup>.
- **Metric Meas Val2** – The second measurement value (in Metric standard) associated with the Nt Measurement Type<sup>50</sup>.

<sup>49</sup> Refer to section 40, NCHS Types for details

- **Graph Flag** – A Yes/No indicator of if the data record should be included in the graph for the Nt Measurement Type.
- **English Meas Val1** – The first measurement value (in English standard) associated with the Nt Measurement Type<sup>51</sup>.
- **English Meas Val2** – The second measurement value (in English standard) associated with the Nt Measurement Type<sup>52</sup>.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Crf Risk Factor ID**<sup>53</sup> – A dropdown list of available Risk Factor ID's.
- **Crf Cat Category Code**<sup>54</sup> – A dropdown list of available client category codes.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Short Note** – A free text field used for storing notes specific to the record.
- **Nt Measurement Type**<sup>55</sup> – A dropdown list of available measurement types.
- **Nt Cnc lc Classification**<sup>56</sup> – A dropdown list of available classification types.
- **Gender** – A M/F indicator of if the measurement record is associated with a Male or Female.
-  (**Edit Icon**) – When selected navigation will switch to the Edit NCHS Data Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete NCHS Data Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add NCHS Data Page.

*Calculation(s): None*

*Background Processes:*

1. *System validates all required fields are entered when adding an NCHS Data record.*

---

<sup>50</sup> Refer to section 40, NCHS Types for details

<sup>51</sup> Refer to section 40, NCHS Types for details

<sup>52</sup> Refer to section 40, NCHS Types for details

<sup>53</sup> Refer to the “HANDS DFDD EnrollandCert” document for details

<sup>54</sup> Refer to section 12, Category Groups for details

<sup>55</sup> Refer to section 40, NCHS Types for details

<sup>56</sup> Refer to section 39, NCHS Classifications for details

## 41.1 Edit NCHS Data Page

**Back to List**

**NCHS Data**

Data Source  
CDC

Percent  
3

Metric Meas Val1  
51.5

\*Metric Meas Val2  
96

\*Graph Flag  
NO

\*English Meas Val1  
51.5

\*English Meas Val2  
37.8

Crf Risk Factor ID  
121

Crf Cat Category Code  
IEN

Short Note

Nt Measurement Type  
STAAGE

Nt Cnc Ic Classification  
STANDARD

Gender  
M

**Save** **Reset**

*Figure 131: Edit NCHS Data Page*

## 41.2 Delete NCHS Data Page

**NCHS Data**

Are you sure you want to delete this record?

Data Source  
CDC

Percent  
3

Metric Meas Val1  
51.5

\*Metric Meas Val2  
96

\*Graph Flag  
NO

\*English Meas Val1  
51.5

\*English Meas Val2  
37.8

Crf Risk Factor ID  
121

Crf Cat Category Code  
IEN

Short Note

Nt Measurement Type  
STAAGE

Nt Cnc Ic Classification  
STANDARD

Gender  
M

[Delete](#) [Cancel](#)

*Figure 132: Delete NCHS Data Page*

### 41.3 Add NCHS Data Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**NCHS Data**

\*Data Source

\*Percent

0

\*Metric Meas Val1

0

\*Metric Meas Val2

0

\*Graph Flag

NOT SET

\*English Meas Val1

0

\*English Meas Val2

0

Crf Risk Factor ID

NOT SET

Crf Cat Category Code

NOT SET

Short Note

\*Nt Measurement Type

NOT SET

\*Nt Cnc Ic Classification

NOT SET

\*Gender

Save Reset

Figure 133: Add NCHS Data Page



## 42 NO CONTACT REASONS

The No Contact Reasons base table allows for the configuration of why clinic staff was not able to make contact with a client.

*Navigation Path: Sys Admin / WIC Base Tables / No Contact Reasons*

No Contact Reasons									
Contact Reason Code	Description	Date Created	Created By	Date Modified	Modified By	Note			
1	WRONG PHONE NUMBER	12/29/1999	WICADM						
2	PHONE DISCONNECTED	12/29/1999	WICADM						
4	NO ANSWER	12/30/1999	WICADM						
3	PHONE NUMBER CHANGED	01/04/2000	WICADM	02/01/2000	WICADM				
5	PHONE BUSY	01/12/2000	WICADM						
6	LEFT MESSAGE	01/12/2000	WICADM						
7	LEFT MESSAGE ON ANSWERING MACHINE	01/12/2000	WICADM						
8	CANCELED APPOINTMENT - PARTICIPANT	01/12/2000	WICADM						
9	CANCELED APPOINTMENT - COUNSELOR	01/12/2000	WICADM						
10	MOVED	01/12/2000	WICADM	09/16/2014	JSURLS				



Page 1 of 1

Add

*Figure 134: No Contact Reasons*

*Fields:*

- **Contact Reason Code** – A user number with a maximum length of 10 used to uniquely define the no contact reason type within HANDS.
- **Description** – A verbose description of the no contact reason type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  (**Edit Icon**) – When selected navigation will switch to the Edit No Contact Reasons Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete No Contact Reasons Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched to the Add No Contact Reasons Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates if there is a value entered in the Description field.*
2. *On Add, the system validates if there is a value entered in the Contact Reason Code and Description fields.*

## 42.1 Edit Not Contact Reasons Page

The screenshot displays the 'Edit No Contact Reasons' page within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'No Contact Reasons' and shows the 'Contact Reason Code' as 1. The '\*Description' field contains the text 'WRONG PHONE NUMB'. Below this is a 'Note' field with a vertical scrollbar. At the bottom right of the page are 'Save' and 'Reset' buttons.

*Figure 135: Edit No Contact Reasons Page*

## 42.2 Delete Not Contact Reasons Page

The screenshot displays the 'Delete No Contact Reasons' page within the HANDS WIC System's System Administration module. The page features a navigation bar with tabs for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. A 'Back to List' button is located at the top left. The main content area contains the following elements:

- No Contact Reasons**: A heading indicating the type of record being managed.
- Are you sure you want to delete this record?**: A confirmation prompt.
- Contact Reason Code**: A text field containing the value '1'.
- \*Description**: A text field containing the value 'WRONG PHONE NUMB'.
- Note**: A large, empty text area for additional information.
- Delete** and **Cancel** buttons: Located at the bottom right of the page.

*Figure 136: Delete No Contact Reasons Page*

## 42.3 Add Not Contact Reasons Page

The screenshot displays the 'Add No Contact Reasons' page within the HANDS WIC System's System Administration module. The navigation bar at the top includes tabs for Home, Sys Admin (active), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'No Contact Reasons' and contains three input fields: '\*Contact Reason Code' with the value '0', '\*Description', and a 'Note' text area. A large, empty light gray rectangular area occupies the bottom half of the form. At the bottom right of the form are 'Save' and 'Reset' buttons.

*Figure 137: Add No Contact Reasons Page*

## 43 NOTE TYPES

The Notes Types base table allows for the configuration of note types.



Navigation Path: Sys Admin / WIC Base Tables / Note Types

Home	Sys Admin	Ops Mgmt	WIC Services	CSFP Services	Scheduling	Farmers' Market	Finance	Vendor	Program Integrity	Reports
Note Types										
Note Types										
Family Flag	Staff Alert Flag	Nt ID	Note Type Desc	Active Flag	Date Created	Created By	Date Modified	Modified By		
N	N	44	GENERAL INFO	Y	09/09/2013	HANDSUSERNAME3	05/14/2014	MNUNEZ		
N	N	46	NCP/PES/SOAP	Y	09/09/2013	HANDSUSERNAME3	05/21/2014	MNUNEZ		
N	N	49	PEER COUNSELOR	Y	09/09/2013	HANDSUSERNAME3	05/21/2014	MNUNEZ		
Y	Y	50	STAFF ALERT	Y	09/09/2013	HANDSUSERNAME3	05/14/2014	MNUNEZ		
N	N	51	PROXY	Y	09/09/2013	HANDSUSERNAME3	05/14/2014	MNUNEZ		
N	N	52	TGIF	Y	09/09/2013	HANDSUSERNAME3	05/14/2014	MNUNEZ		
N	N	54	PROGRAM EDUCATION	Y	09/09/2013	HANDSUSERNAME3	05/22/2014	TJOHNSON		
N	N	14	CSFP	Y	10/08/2013	HANDSUSERNAME3	09/16/2014	JSURLS		
Page 1 of 1										Add

Figure 138: Note Types

Fields:

- **Family Flag** – A Yes/No indicator of if the note type is associated with a family.
- **Staff Alert Flag** – A Yes/No indicator of if the note type should raise an alert to other staff members.
- **Nt ID** – The system generated id used to uniquely define the note type within HANDS.
- **Note Type Desc** – The verbose description of the note type.
- **Active Flag** – A Yes/No indicator of if the note type active.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.

- **Modified By** – The User ID of the author who last modified the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Note Types Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Note Types Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched to the Add Note Types Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit and Add, the system validates if there is a value entered in the Family Flag, Staff Alert Flag, Note Type Desc, and Active Flag fields.*

### 43.1 Edit Note Types Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

Note Types

\*Family Flag  
NO

\*Staff Alert Flag  
NO

Nt ID  
44

\*Note Type Desc  
GENERAL INFO

\*Active Flag  
YES

Save Reset

*Figure 139: Edit Note Types Page*



## 43.2 Delete Note Types Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Note Types**

Are you sure you want to delete this record?

\*Family Flag  
NO

\*Staff Alert Flag  
NO

Nt ID  
44

\*Note Type Desc  
GENERAL INFO

\*Active Flag  
YES

Delete Cancel

*Figure 140: Delete Note Types Page*

### 43.3 Add Note Types Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Note Types**

\*Family Flag  
NOT SET ▼

\*Staff Alert Flag  
NOT SET ▼

\*Note Type Desc

\*Active Flag  
NOT SET ▼

Save Reset

*Figure 141: Add Note Types Page*

## 44 NUTR ED TOPICS

The Nutr Ed Topics base table allows for the configuration of Nutrition Education topics.



Navigation Path: Sys Admin / WIC Base Tables / Nutr Ed Topics

<

Figure 142: Nutr Ed Topics

Fields:

- **Nutr Ed Topic Code** – A system generated code used to uniquely identify the nutrition education topic.
- **Description** – The verbose description of the nutrition education topic.
- **WIC Flag** – A Yes/No indicator of if the nutrition education topic is relevant to the WIC program.
- **Csf Flag** – A Yes/No indicator of if the nutrition education topic is relevant to the CSF program.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.

- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- **Exclude Topic** – A Yes/No indicator whether or not to exclude the topic.
- **Active Flag** – A Yes/No indicator of if the nutrition education topic type is active.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Nutr Ed Topics Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Nutr Ed Topics Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Nutr Ed Topics Page.

*Calculation(s): None*

*Background Processes:*

1. *The system validates if all the mandatory fields are entered when editing and adding a Nutr Ed Topics record.*

## 44.1 Edit Nutr Ed Topics Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Nutr Ed Topics**

Nutr Ed Topic Code  
10

\*Description  
BREASTFEEDING COMPLICATION(S)

\*WIC Flag  
YES

\*Csf Flag  
NO

Note

\*Exclude Topic  
NO

\*Active Flag  
NO

Save Reset

Figure 143: Edit Nutr Ed Topics Page

## 44.2 Delete Nutr Ed Topics Page

**Back to List**

**Nutr Ed Topics**

Are you sure you want to delete this record?

Nutr Ed Topic Code  
10

\*Description  
BREASTFEEDING COMPLICATION(S)

\*WIC Flag  
YES

\*Csf Flag  
NO

Note

\*Exclude Topic  
NO

\*Active Flag  
NO

**Delete** **Cancel**

*Figure 144: Delete Nutr Ed Topics Page*

## 44.3 Add Nutr Ed Topics Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Nutr Ed Topics**

\*Description

\*WIC Flag  
NOT SET

\*CsF Flag  
NOT SET

Note

\*Exclude Topic  
NOT SET

\*Active Flag  
NOT SET

Save Reset

*Figure 145: Add Nutr Ed Topics Page*

## 45 ORIGINS

The Origins base table allows for the configuration of origin types.

*Navigation Path: Sys Admin / WIC Base Tables / Origins*



Origins	Home	Sys Admin	Ops Mgmt	WIC Services	CSFP Services	Scheduling	Farmers' Market	Finance	Vendor	Program Integrity	Reports
Origins											
Origin Code	Description	Notes	Active Flag	Date Created	Created By	Date Modified	Modified By				
AO	AKIMEL O'ODHAM		Y	09/10/2013	WICADM						
AP	APACHE		Y	09/10/2013	WICADM						
CO	COCOPAH		Y	09/10/2013	WICADM						
HA	HALCHIDHOMA		Y	09/10/2013	WICADM						
HV	HAVASUPAI		Y	09/10/2013	WICADM						
YA	YAVAPAI		Y	09/10/2013	WICADM						
HU	HUALAPAI		Y	09/10/2013	WICADM						
HO	HOPI		Y	09/10/2013	WICADM	09/16/2014	JSURLS				
JO	JOCOME		Y	09/10/2013	WICADM						
JA	JANO		Y	09/10/2013	WICADM						
Page 1 of 3											
											Add

*Figure 146: Origins*

*Fields:*

- **Origin Code** – A user defined string with a maximum value of 2 characters use to uniquely identify the origin type within HANDS.
- **Description** – The verbose description of the origin type.
- **Note** – A free text field used for storing notes specific to the record.
- **Active Flag** – A Yes/No indicator of if the origin type is active.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.



-  (**Edit Icon**) – When selected navigation will switch to the Edit Origins Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Origins Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Origins Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit, the system validates if there is a value entered in the Description and Active Flag fields.*
2. *On Add, the system validates if there is a value entered in the Origin Code, Description, and Active Flag fields.*

## 45.1 Edit Origins Page

The screenshot displays the 'Edit Origins' page within the HANDS WIC System. At the top, a navigation bar includes tabs for Home, Sys Admin (selected), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Origins' and contains the following fields:

- Origin Code:** AO
- \*Description:** AKIMEL O'ODHAM
- Notes:** A large text area for entering notes.
- \*Active Flag:** YES (with a dropdown arrow)

At the bottom right of the page, there are 'Save' and 'Reset' buttons.

*Figure 147: Edit Origins Page*

## 45.2 Delete Origins Page

The screenshot displays the 'Delete Origins Page' within the HANDS WIC System. At the top, a navigation bar contains tabs for Home, Sys Admin (selected), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Origins' and contains a confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'Origin Code' is 'AO'. The '\*Description' field contains 'AKIMEL O'ODHAM'. A 'Notes' section is present but empty. The '\*Active Flag' is set to 'YES'. At the bottom right, there are 'Delete' and 'Cancel' buttons.

*Figure 148: Delete Origins Page*

### 45.3 Add Origins Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Origins**

\*Origin Code

\*Description

Notes

\*Active Flag  
NOT SET

Save Reset

*Figure 149: Add Origins Page*

## 46 PENDING LAB CODES

The Pending Lab Codes base table allows for the configuration of reason types for why a client's laboratory results are pending.



*Navigation Path: Sys Admin / WIC Base Tables / Pending Lab Codes*

<

**Figure 150: Pending Lab Codes**

*Fields:*

- **Recurrency** – The number of times this value can be used.
- **Pending Lab Code ID** – A system generated id used to uniquely identify the pending lab code reason within HANDS.
- **Pending Lab Code** – A user defined number used to uniquely identify the pending lab code reason within HANDS.
- **Description** – A verbose description of the reason the laboratory results are pending.
- **Months of Food Benefits** – The number of months food instruments may be issued for based on this pending lab code reason.

- **Note** – A free text field used for storing notes specific to the record.
- **Active Flag** – A Yes/No indicator of if the origin type is active.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Duration** – The number of days the pending lab code reason is valid for certifying the client.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Pending Lab Codes Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Pending Lab Codes Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched to the Add Pending Lab Codes Page.

*Calculation(s): None*

*Background Processes:*

1. *On Edit and Add, the system validates if there is a value entered in the Pending Lab Code, Description, Months Of Food Benefits, and Active Flag fields.*

## 46.1 Edit Pending Lab Codes Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Pending Lab Codes**

Recurrency  
1

Pending Lab Code ID  
30

\*Pending Lab Code  
1

\*Description  
LESS THAN 4 WEEKS F

\*Months Of Food Benefits  
1

Note

\*Active Flag  
YES

Duration  
30

Save Reset

*Figure 151: Edit Pending Lab Codes Page*

## 46.2 Delete Pending Lab Codes Page

**Hands WIC System** | Home | **Sys Admin** | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Farmers' Market | Finance | Vendor | Program Integrity | Reports

[Back to List](#)

**Pending Lab Codes**  
Are you sure you want to delete this record?

Recurrency  
1

Pending Lab Code ID  
30

\*Pending Lab Code  
1

\*Description  
LESS THAN 4 WEEKS F

\*Months Of Food Benefits  
1

Note

\*Active Flag  
YES

Duration  
30

[Delete](#) [Cancel](#)

*Figure 152: Delete Pending Lab Codes Page*



## 46.3 Add Pending Lab Codes Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Pending Lab Codes**

Recurrency

\*Pending Lab Code

0

\*Description

\*Months Of Food Benefits

0

Note

\*Active Flag

NOT SET

Duration

Save Reset

*Figure 153: Add Pending Lab Codes Page*

## 47 PICKUP INTERVALS

The Pickup Intervals base table allows for the configuration of pickup interval types.



*Navigation Path: Sys Admin / WIC Base Tables / Pickup Intervals*

</

*Figure 154: Pickup Intervals*

*Fields:*

- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- **Pickup Interval Code** – A user defined number with a maximum length of 1 digit used to uniquely identify the pickup interval type within HANDS.
- **Description** – A verbose description of the pickup interval type.
- **Date Created** – The date when the record was created.

-  (**Edit Icon**) – When selected navigation will switch to the Edit Pickup Intervals Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Pickup Intervals Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched to the Add Pickup Intervals Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 47.1 Edit Pickup Intervals Page

The screenshot displays the 'Edit Pickup Intervals' page within the HANDS WIC System. The top navigation bar includes tabs for Home, Sys Admin (active), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Pickup Intervals' and contains a 'Note' field, a 'Pickup Interval Code' field with the value '1', and a '\*Description' field with the value 'MONTHLY'. The 'Save' and 'Reset' buttons are located at the bottom right of the page.

*Figure 155: Edit Pickup Intervals Page*

## 47.2 Delete Pickup Intervals Page

The screenshot displays the 'Delete Pickup Intervals' page within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. The 'Sys Admin' link is currently selected. Below the navigation bar, there is a 'Back to List' button. The main heading is 'Pickup Intervals', followed by the confirmation question 'Are you sure you want to delete this record?'. A 'Note' section contains a large, empty text area. Below this, the 'Pickup Interval Code' is listed as '1', and the '\*Description' is 'MONTHLY'. At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 156: Delete Pickup Intervals Page*

### 47.3 Add Pickup Intervals Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Pickup Intervals**

Note

\*Pickup Interval Code  
0

\*Description

Save Reset

*Figure 157: Add Pickup Intervals Page*

## 48 PROOF ADDRESSES



The Proof Addresses base table allows for the configuration of proof of address types within HANDS.

*Navigation Path: Sys Admin / WIC Base Tables / Proof Addresses*

**Figure 158: Proof Addresses**

*Fields:*

- **Proof Address Code** – A user defined string with a maximum length of 2 characters used to uniquely identify the proof of address type within HANDS.
- **Description** – A verbose description of the proof of address type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

- **Active Flag** – A Yes/No indicator of if the proof of address type is Active.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Proof Addresses Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Proof Addresses Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Proof Addresses Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*



## 48.1 Edit Proof Addresses Page

The screenshot displays the 'Edit Proof Addresses Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Proof Addresses' and contains the following fields:

- Proof Address Code:** 1
- \*Description:** BILL (UTILITY, CABLE, I
- Note:** 8/1/03 1-WAS CURRENT UTILITY BILL. 06/14/2014 - CHANGED PER INSTRUCTION BY CARRIE ZAVALA.
- \*Active Flag:** YES (with a dropdown arrow)

At the bottom right of the form, there are 'Save' and 'Reset' buttons.

*Figure 159: Edit Proof Addresses Page*

## 48.2 Delete Proof Addresses Page

**Proof Addresses**

Are you sure you want to delete this record?

Proof Address Code  
1

\*Description  
BILL (UTILITY, CABLE, I)

Note  
8/1/03 1-WAS CURRENT UTILITY BILL.  
06/14/2014 - CHANGED PER INSTRUCTION BY CARRIE ZAVALA.

\*Active Flag  
YES

Delete Cancel

*Figure 160: Delete Proof Addresses Page*

## 48.3 Add Proof Addresses Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Proof Addresses**

\*Proof Address Code

\*Description

Note

\*Active Flag  
NOT SET

Save Reset

*Figure 161: Add Proof Addresses Page*

## 49 PROOF IDENTITIES

The Proof Identities base table allows for the configuration of proof of identity types within HANDS.

*Navigation Path: Sys Admin / WIC Base Tables / Proof Identities*

Proof Identities									
Proof Identity Code	Description	Date Created	Created By	Date Modified	Modified By	Note	Active Flag		
B	PAY STUBS	01/12/2000	WICADM	06/09/2014	SHAQ		N		
A	AHCCCS/TANF/SNAP LETTER OR CARD	01/12/2000	WICADM	06/09/2014	SHAQ		Y		
C	DRIVER'S LICENSE/STATE ID	01/12/2000	WICADM	08/01/2003	ODLEL	8/1/03-Added State ID to Driver's License. Odle	Y		
D	BIRTH CERTIFICATE	01/12/2000	WICADM				Y		
E	MARRIAGE LICENSE	01/12/2000	WICADM	06/09/2014	SHAQ		N		
F	CRIB CARD	01/12/2000	WICADM				Y		
G	MILITARY RECORDS / ID CARD OR DISCHRG PAPERS (DD214)	01/12/2000	WICADM				Y		
H	CLINIC / HOSPITAL RECORD OR ID	01/12/2000	WICADM				Y		
I	BAPTISMAL CERTIFICATE	01/12/2000	WICADM	06/09/2014	SHAQ		N		
J	REFUGEE SETTLEMENT PAPERS	01/12/2000	WICADM	06/09/2014	SHAQ		N		



Page 1 of 3

Add

**Figure 162: Proof Identities**

*Fields:*

- **Proof Identity Code** – A user defined string with a maximum length of 1 character used to uniquely identify the proof of identity type within HANDS.
- **Description** – A verbose description of the proof of identity type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

- **Active Flag** – A Yes/No indicator of if the proof of identity type is Active.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Proof Identities Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Proof Identities Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched to the Add Proof Identities Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 49.1 Edit Proof Identities Page

**Proof Identities**

Proof IDentity Code  
B

\*Description  
PAY STUBS

Note

\*Active Flag  
NO

Save Reset

*Figure 163: Edit Proof Identities Page*

## 49.2 Delete Proof Identities Page

The screenshot displays the 'Delete Proof Identities Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. A 'Back to List' button is located at the top left of the main content area.

The main content area is titled 'Proof Identities' and contains the following information:

- Are you sure you want to delete this record?**
- Proof IDentity Code:** B
- \*Description:** PAY STUBS
- Note:** (Empty text area)
- \*Active Flag:** NO

At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 164: Delete Proof Identities Page*

### 49.3 Add Proof Identities Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Proof Identities**

\*Proof IDentity Code

\*Description

Note

\*Active Flag  
NOT SET

Save Reset





















*Figure 165: Add Proof Identities Page*



## 50 RACE ETHNICITIES

The Race Ethnicities base table allows for the configuration of race categories within HANDS.

*Navigation Path: Sys Admin / WIC Base Tables / Race Ethnicities*

Race Ethnicities													
Race Code	Hispanic Flag	Indian Flag	Asian Flag	Island Flag	Black Flag	White Flag	Date Created	Created By	Date Modified	Modified By	Note	Cr Race Code	
101	Y	Y	N	N	N	N	02/24/2005	WICADM				H	 
201	N	Y	N	N	N	N	02/24/2005	WICADM				I	 
102	Y	N	Y	N	N	N	02/24/2005	WICADM				H	 
202	N	N	Y	N	N	N	02/24/2005	WICADM				AP	 
103	Y	N	N	N	Y	N	02/24/2005	WICADM				H	 
203	N	N	N	N	Y	N	02/24/2005	WICADM				B	 
104	Y	N	N	Y	N	N	02/24/2005	WICADM				H	 
204	N	N	N	Y	N	N	02/24/2005	WICADM				P	 
105	Y	N	N	N	N	Y	02/24/2005	WICADM				H	 
205	N	N	N	N	N	Y	02/24/2005	WICADM				W	 



Page 1 of 7

Add

**Figure 166: Race Ethnicities**

*Fields:*

- **Race Code** – A user defined number with a maximum length of 3 digits used to uniquely identify the race category within HANDS.
- **Hispanic Flag** – A Yes/No indicator of if the race category includes people of Hispanic descent.
- **Indian Flag** – A Yes/No indicator of if the race category includes people of American Indian or Alaskan Native descent.
- **Asian Flag** – A Yes/No indicator of if the race category includes people of Asian descent.
- **Island Flag** – A Yes/No indicator of if the race category includes people of Native Hawaiian or Other Pacific Islander descent.

- **Black Flag** – A Yes/No indicator of if the race category includes people of Black or African American descent.
- **White Flag** – A Yes/No indicator of if the race category includes people of White descent.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- **Cr Race Code**<sup>57</sup> – The race code associated with the race ethnicity record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Race Ethnicities Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Race Ethnicities Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched to the Add Race Ethnicities Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

---

<sup>57</sup> Refer to the “HANDS DFDD EnrollandCert” document for details.

## 50.1 Edit Race Ethnicities Page

**Race Ethnicities**

Race Code  
126

Hispanic Flag  
YES ▼

Indian Flag  
YES ▼

Asian Flag  
YES ▼

Island Flag  
YES ▼

Black Flag  
YES ▼

White Flag  
NO ▼

Note

Cr Race Code  
H ▼

Save Reset

*Figure 167: Edit Race Ethnicities Page*

## 50.2 Delete Race Ethnicities Page

**Back to List**

**Race Ethnicities**

Are you sure you want to delete this record?

Race Code  
126

Hispanic Flag  
YES ▼

Indian Flag  
YES ▼

Asian Flag  
YES ▼

Island Flag  
YES ▼

Black Flag  
YES ▼

White Flag  
NO ▼

Note

Cr Race Code  
H ▼

**Delete** **Cancel**

*Figure 168: Delete Race Ethnicities Page*

### 50.3 Add Race Ethnicities Page

**Race Ethnicities**

\*Race Code  
0

Hispanic Flag  
NOT SET ▼

Indian Flag  
NOT SET ▼

Asian Flag  
NOT SET ▼

Island Flag  
NOT SET ▼

Black Flag  
NOT SET ▼

White Flag  
NOT SET ▼

Note

Cr Race Code  
NOT SET ▼






















Save Reset

*Figure 169: Add Race Ethnicities Page*

## 51 REASONS BF ENDED

The Reasons BF Ended base table allows for the configuration of reason types within HANDS for why breastfeeding is no longer taking place.



*Navigation Path: Sys Admin / WIC Base Tables / Reasons BF Ended*

	Home	Sys Admin	Ops Mgmt	WIC Services	CSFP Services	Scheduling	Farmers' Market	Finance	Vendor	Program Integrity	Reports
Reasons BF Ended											
Reasons BF Ended											
Reason BF Ended Code	Description	Date Created	Created By	Date Modified	Modified By	Note					
2	BABY WEANED SELF	01/12/2000	WICADM								
3	NOT ENOUGH MILK	01/12/2000	WICADM								
4	SORE BREASTS OR NIPPLES	01/12/2000	WICADM								
5	BABY'S FATHER WANTED ME TO STOP	01/12/2000	WICADM								
6	BOTTLE IS EASIER	01/12/2000	WICADM								
7	DOCTOR SAID I SHOULD STOP	01/12/2000	WICADM								
8	FELT TOO TIED DOWN	01/12/2000	WICADM								
9	HAD TO GO TO WORK/SCHOOL	01/12/2000	WICADM								
10	NO SUPPORT FROM FAMILY OR FRIENDS	01/12/2000	WICADM								
11	I FELT MY DIET WAS NOT GOOD ENOUGH	01/12/2000	WICADM								
<div> <div>&lt;</div> <div>&gt;</div> </div> <div>Page 1 of 3</div>											

**Figure 170: Reasons BF Ended**

*Fields:*

- **Reasons BF Ended** – A user defined number with a maximum length of 10 digits used to uniquely identify the reason type within HANDS for why breastfeeding is no longer taking place.
- **Description** – A verbose description of the reason type for why breastfeeding is no longer taking place.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.

- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Reasons BF Ended Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Reasons BF Ended Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched to the Add Reasons BF Ended Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 51.1 Edit Reasons BF Ended Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

**Reasons BF Ended**

Reason BF Ended Code  
2

\*Description  
BABY WEANED SELF

Note

Save Reset

*Figure 171: Edit Reasons BF Ended Page*



## 51.2 Delete Reasons BF Ended Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

**Reasons BF Ended**

Are you sure you want to delete this record?

Reason BF Ended Code  
2

\*Description  
BABY WEANED SELF

Note

[Delete](#) [Cancel](#)

*Figure 172: Delete Reasons BF Ended Page*

### 51.3 Add Reasons BF Ended Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Reasons BF Ended**

\*Reason BF Ended Code  
0

\*Description

Note

Save Reset

*Figure 173: Add Reasons BF Ended Page*

## 52 REASONS NOT LINKED

The Reasons Not Linked base table allows for the configuration of reason types within HANDS for why an infant child client is not linked to a mother client or why a mother client is not linked with her infant child client.



*Navigation Path: Sys Admin / WIC Base Tables / Reasons Not Linked*

HANDS WIC System										
Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports										
Reasons Not Linked										
Reasons Not Linked										
Reason Code	Description	Woman Flag	Inf Ch Flag	Date Created	Created By	Date Modified	Modified By	Note		
6	MOM NOT WIC PARTICIPANT	N	Y	10/07/2005	SAFIN1	06/08/2014	AGILES	06/08/2014 - CHANGED PER REQUEST BY CARRIE ZAVALA.		
5	HOSPITALIZED	Y	Y	10/07/2005	SAFIN1					
4	BIOLOGICAL MOTHER NOT AVAILABLE	N	Y	10/07/2005	SAFIN1					
3	FOSTER CARE	Y	N	10/07/2005	SAFIN1					
2	ADOPTED	Y	N	10/07/2005	SAFIN1					
0	MISCARRIAGE/ABORTION/FETAL DEATH	Y	N	10/07/2005	SAFIN1	06/08/2014	AGILES	06/08/2014 - CHANGED PER REQUEST BY CARRIE ZAVALA.		
1	ZZ STILL BORN (AFTER 24 WEEKS GESTATION)	N	N	10/07/2005	SAFIN1	06/27/2014	SHAQ	06/08/2014 - INACTIVATED PER REQUEST BY CARRIE ZAVALA.		
A	DEATH OF INFANT	Y	N	10/07/2005	SAFIN1	06/08/2014	AGILES	06/08/2014 - CHANGED PER REQUEST BY CARRIE ZAVALA.		
B	ZZ DIED AT 2 WEEKS (AGE 11-17 DAYS)	N	N	10/07/2005	SAFIN1	06/27/2014	SHAQ	06/08/2014 - INACTIVATED PER REQUEST BY CARRIE ZAVALA.		
C	ZZ DIED AT 3 WEEKS (AGE 18-24 DAYS)	N	N	10/07/2005	SAFIN1	06/27/2014	SHAQ	06/08/2014 - INACTIVATED PER INSTRUCTION BY CARRIE ZAVALA.		
Page 1 of 2										
Add										

*Figure 174: Reasons Not Linked*

*Fields:*

- **Reasons Code** – A user defined string with a maximum length of 2 characters used to uniquely identify the reason type within HANDS for why the infant child is not linked to the mother or the mother is not linked to the infant child.
- **Description** – A verbose description of the reason type for why the infant child is not linked to the mother or the mother is not linked to the infant child.
- **Woman Flag** – A Yes/No indicator of if the reason code can be used to explain why a mother is not linked with her infant child.

- **Inf Ch Flag** – A Yes/No indicator of if the reason code can be used to explain why an infant child is not linked to his/her mother.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  **(Edit Icon)** – When selected navigation will switch to the Edit Reasons Not Linked Page pre-populated with the details of the record for editing.
-  **(Delete Icon)** – When selected navigation will switch to the Delete Reasons Not Linked Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Reasons Not Linked Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 52.1 Edit Reasons Not Linked Page

**Reasons Not Linked**

Reason Code  
6

\*Description  
MOM NOT WIC PARTIC

Woman Flag  
NO

Inf Ch Flag  
YES

Note  
06/08/2014 - CHANGED PER REQUEST BY CARRIE ZAVALA.

Save Reset

*Figure 175: Edit Reasons Not Linked Page*

## 52.2 Delete Reasons Not Linked Page

**Back to List**

**Reasons Not Linked**

Are you sure you want to delete this record?

Reason Code  
6

\*Description  
MOM NOT WIC PARTIC

Woman Flag  
NO

Inf Ch Flag  
YES

Note  
06/08/2014 - CHANGED PER REQUEST BY CARRIE ZAVALA.

**Delete** **Cancel**

*Figure 176: Delete Reasons Not Linked Page*

## 52.3 Add Reasons Not Linked Page

The screenshot displays the 'Add Reasons Not Linked' page within the HANDS WIC System's System Administration section. The page has a navigation bar at the top with tabs for Home, Sys Admin (selected), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Reasons Not Linked' and contains several input fields: '\*Reason Code' (yellow box), '\*Description' (yellow box), 'Woman Flag' (dropdown menu showing 'NOT SET'), and 'Inf Ch Flag' (dropdown menu showing 'NOT SET'). Below these is a 'Note' field, which is a larger text area. At the bottom right of the form are 'Save' and 'Reset' buttons.

*Figure 177: Add Reasons Not Linked Page*

## 53 REASONS NOT PRESENT

The Reasons Not Present base table allows for the configuration of reason types within HANDS for why a client was not present at a clinic visit.

*Navigation Path: Sys Admin / WIC Base Tables / Reasons Not Present*

Not Present Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
F	NOT REQUIRED FOR OUT OF STATE TRANSFER	09/25/2006	SETNESR					
G	NOT REQUIRED FOR MANUAL CATEGORY CHANGE	09/25/2006	SETNESR					
A	SERIOUS ILLNESS	05/12/2006	CMA_JFR					
B	MEDICAL CONDITION REQUIRES CONFINEMENT TO BED REST	05/12/2006	CMA_JFR					
C	HOSPITALIZED	05/12/2006	CMA_JFR					
D	MEDICAL EQUIPMENT NOT EASILY TRANSPORTABLE	05/12/2006	CMA_JFR					
E	NOT REQUIRED - END OF DAY PROCESS	05/12/2006	CMA_JFR					

Page 1 of 1



Add

*Figure 178: Reasons Not Present*

*Fields:*

- **Not Present Code** – A user defined string with a maximum length of 2 characters used to uniquely identify the reason type within HANDS for why a client was not present at a clinic visit.
- **Description** – A verbose description of the reason type for why a client was not present at a clinic visit.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.



- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Reasons Not Present Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Reasons Not Present Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Reasons Not Present Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

### 53.1 Edit Reasons Not Present Page

Hands WIC System

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Reasons Not Present**

Not Present Code  
F

\*Description  
NOT REQUIRED FOR O

Note

Save Reset

*Figure 179: Edit Reasons Not Present Page*

## 53.2 Delete Reasons Not Present Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

**Reasons Not Present**

Are you sure you want to delete this record?

Not Present Code  
F

\*Description  
NOT REQUIRED FOR O

Note

Delete Cancel

*Figure 180: Delete Reasons Not Present Page*

### 53.3 Add Reasons Not Present Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Reasons Not Present**

\*Not Present Code

\*Description

Note

Save Reset

*Figure 181: Add Reasons Not Present Page*

## 54 TERM REASONS

The Term Reasons base table allows for the configuration of reason types within HANDS for why a client was terminated from the states WIC program.



*Navigation Path: Sys Admin / WIC Base Tables / Term Reasons*

HANDS													
Home Sys Admin Ops Mgmt WIC Services Scheduling Finance Vendor Program Integrity Reports													
Term Reasons													
Termination Code	Description	WIC Flag	Csf Flag	Disqual Flag	Inelig Flag	Manual Flag	Auto Flag	Date Created	Created By	Date Modified	Modified By	Note	
B	NOT INCOME ELIGIBLE	Y	Y	Y	Y	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR		
A	DUAL PARTICIPATION	Y	Y	Y	Y	Y	N	01/13/2000	WICADM	04/05/2011	SETNESR	4/5/11 - changed from "NO NUTRITIONAL RISK FOUND" to "Dual Participation" per request from Celia since all codes are in use. Rod.	
C	BREASTFEEDING WOMAN NO LONGER BREASTFEEDING	Y	N	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR		
D	RISK FACTORS RESOLVED- GRADUATED- SEEN FOR RECERTIFICATION	Y	N	N	N	Y	Y	04/03/2001	CONVERSION	09/27/2005	CMA_JMR		
E	VOLUNTARY WITHDRAWAL	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR		
F	DUPLICATE RECORD	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR		
G	MOVED OUT OF STATE	Y	Y	Y	Y	N	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR		
H	LOST TO FOLLOW-UP	Y	N	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR		
I	DEATH	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR		
J	MOVED OUT OF CURRENT LOCAL AGENCY	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR		
Page 1 of 4													Add

**Figure 182: Term Reasons**

*Fields:*

- **Termination Code** – A user defined string with a maximum length of 1 character used to uniquely identify the reason type within HANDS for why the client was terminated from the states WIC program.
- **Description** – A verbose description of the reason type for why the client was terminated from the states WIC program.
- **WIC Flag** – A Yes/No indicator of if the termination reason type is valid for termination from the WIC Program.

- **Csf Flag** – A Yes/No indicator of if the termination reason type is valid for termination from the CSF Program.
- **Disqual Flag** – A Yes/No indicator of if the termination reason type is valid for termination based on the client being disqualified.
- **Inelig Flag** – A Yes/No indicator of if the termination reason type is valid for termination based on the client not being eligible.
- **Manual Flag** – A Yes/No indicator of if the termination reason type is valid for a manual termination.
- **Auto Flag** – A Yes/No indicator of if the termination reason type is valid for an automated system termination.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Term Reasons Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Term Reasons Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Term Reasons Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 54.1 Edit Term Reasons Page

The screenshot displays the 'Edit Term Reasons' page within the HANDS WIC System. The page features a navigation bar at the top with links: Home, Sys Admin, Ops Mgmt, WIC Services, Scheduling, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Term Reasons' and contains the following fields:

- Termination Code: B
- \*Description: NOT INCOME ELIGIBLE
- \*WIC Flag: YES (dropdown menu)
- \*Csf Flag: YES (dropdown menu)
- \*Disqual Flag: YES (dropdown menu)
- \*Inelig Flag: YES (dropdown menu)
- \*Manual Flag: YES (dropdown menu)
- \*Auto Flag: YES (dropdown menu)
- Note: A large text area for additional information.

At the bottom right of the form, there are 'Save' and 'Reset' buttons.

Figure 183: Edit Term Reasons Page

## 54.2 Delete Term Reasons Page

**Term Reasons**

Are you sure you want to delete this record?

Termination Code  
B

\*Description  
NOT INCOME ELIGIBLE

\*WIC Flag  
YES

\*Csf Flag  
YES

\*Disqual Flag  
YES

\*Inelig Flag  
YES

\*Manual Flag  
YES

\*Auto Flag  
YES

Note

Delete Cancel

Figure 184: Delete Term Reasons Page



### 54.3 Add Term Reasons Page

Home Sys Admin Ops Mgmt WIC Services Scheduling Finance Vendor Program Integrity Reports

Back to List

**Term Reasons**

\*Termination Code

\*Description

\*WIC Flag  
NOT SET

\*Csf Flag  
NOT SET

\*Disqual Flag  
NOT SET

\*Inelig Flag  
NOT SET

\*Manual Flag  
NOT SET

\*Auto Flag  
NOT SET

Note

Save Reset

*Figure 185: Add Term Reasons Page*

## 55 TOPICS

The Topics base table allows for the configuration of WIC related Educational topics.



*Navigation Path: Sys Admin / WIC Base Tables / Topics*

Home	Sys Admin	Ops Mgmt	WIC Services	CSFP Services	Scheduling	Farmers' Market	Finance	Vendor	Program Integrity	Reports
Topics										
Topics										
Topic Code	Referral Flag	Description	Date Created	Created By	Date Modified	Modified By	Note	Active Flag		
24	N	MEDICATION	02/03/2000	ARIZONA				Y		
25	N	ENGORGEMENT	02/03/2000	ARIZONA				Y		
26	N	FLAT / INVERTED NIPPLES	02/03/2000	ARIZONA				Y		
27	N	SORE / CRACKED NIPPLES	02/03/2000	ARIZONA				Y		
28	N	CLOGGED MILK DUCTS	02/03/2000	ARIZONA				Y		
29	N	MASTITIS / FLU-LIKE SYMPTOMS	02/03/2000	ARIZONA				Y		
30	N	BREAST CONCERNS: LUMP/ DEEP PAIN	02/03/2000	ARIZONA				Y		
31	N	MOTHER SICK	02/03/2000	ARIZONA				Y		
32	N	EXCESS MILK FLOW	02/03/2000	ARIZONA				Y		
33	N	RELACTATION	02/03/2000	ARIZONA				Y		
<div> <div>&lt;</div> <div>&gt;</div> </div>										Page 3 of 4
<div>Add</div>										

*Figure 186: Topics*

*Fields:*

- **Topic Code** – A user defined number with a maximum length of 3 digits used to uniquely identify the topic type within HANDS.
- **Referral Flag** – A Yes/No indicator of if a referral is required for the topic type.
- **Description** – The verbose description of the topic type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

- **Active Flag** – A Yes/No indicator of if the topic type is active.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Topics Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Topics Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Topics Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 55.1 Edit Topics Page

The screenshot displays the 'Edit Topics Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Topics' and contains the following fields:

- Topic Code:** 24
- \*Referral Flag:** A dropdown menu with 'NO' selected.
- \*Description:** A text input field containing 'MEDICATION'.
- Note:** A large text area for additional notes.
- \*Active Flag:** A dropdown menu with 'YES' selected.

At the bottom right of the form, there are 'Save' and 'Reset' buttons.

*Figure 187: Edit Topics Page*

## 55.2 Delete Topics Page

The screenshot displays the 'Delete Topics Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. A 'Back to List' button is located at the top left of the main content area.

The main content area is titled 'Topics' and contains the following information:

- Are you sure you want to delete this record?**
- Topic Code**: 24
- \*Referral Flag**: NO (dropdown menu)
- \*Description**: MEDICATION (text field)
- Note**: A large, empty text area for additional notes.
- \*Active Flag**: YES (dropdown menu)

At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 188: Delete Topics Page*

## 55.3 Add Topics Page

The screenshot shows the 'Add Topics' page within the HANDS WIC System's System Administration module. The navigation bar at the top includes links for Home, Sys Admin (active), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area is titled 'Topics' and contains the following fields:

- \*Topic Code**: A text input field containing the value '0'.
- \*Referral Flag**: A dropdown menu currently set to 'NOT SET'.
- \*Description**: A text input field.
- Note**: A large text area for additional information.
- \*Active Flag**: A dropdown menu currently set to 'NOT SET'.

At the bottom right of the form, there are two buttons: 'Save' and 'Reset'.

*Figure 189: Add Topics Page*

## 56 VOTER REGISTRATIONS

The Voter Registrations base table allows for the configuration of voter registration status types within HANDS.

*Navigation Path: Sys Admin / WIC Base Tables / Voter Registrations*

Voter Reg Code	Description	Date Created	Created By	Date Modified	Modified By	Note
YG	YES, GAVE FORM	02/03/2008	CMA_JFR			
NO	NOT INTERESTED	02/03/2008	CMA_JFR			
CR	CURRENTLY REGISTERED	01/13/2000	WICADM			



Page 1 of 1

Add

*Figure 190: Voter Registrations*

*Fields:*

- **Voter Reg Code** – A user defined string with a maximum length of 2 characters used to uniquely identify the voter registration status type within HANDS.
- **Description** – The verbose description of the voter registration type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  (**Edit Icon**) – When selected navigation will switch to the Edit Voter Registrations Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Voter Registrations Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Voter Registrations Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*



## 56.1 Edit Voter Registrations Page

The screenshot displays the 'Edit Voter Registrations Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Voter Registrations' and contains the following fields:

- Voter Reg Code:** YG
- \*Description:** YES, GAVE FORM
- Note:** A large text area for additional information.

At the bottom right of the form, there are two buttons: 'Save' and 'Reset'.

*Figure 191: Edit Voter Registration Page*

## 56.2 Delete Voter Registrations Page

**Hands WIC** | Home | **Sys Admin** | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Farmers' Market | Finance | Vendor | Program Integrity | Reports

[Back to List](#)

### Voter Registrations

Are you sure you want to delete this record?

Voter Reg Code  
YG

\*Description  
YES, GAVE FORM

Note

[Delete](#) [Cancel](#)

*Figure 192: Delete Voter Registration Page*

## 56.3 Add Voter Registrations Page

**Navigation Bar:** Home | **Sys Admin** | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Farmers' Market | Finance | Vendor | Program Integrity | Reports

**Buttons:** Back to List

**Voter Registrations**

\*Voter Reg Code

\*Description

Note






















**Buttons:** Save | Reset

*Figure 193: Add Voter Registration Page*

## 57 WEIGHT HEIGHT RANGES

The Weight Height Ranges base table allows for the creation of a database of acceptable valid weight and height ranges within HANDS, used to ensure and sanity check weight and height measurements entered for a client during the enrollment and certification process.



*Navigation Path: Sys Admin / System Base Tables / Weight Height Ranges*

<div>  <span>Home</span> <span>Sys Admin</span> <span>Ops Mgmt</span> <span>WIC Services</span> <span>CSFP Services</span> <span>Scheduling</span> <span>Farmers' Market</span> <span>Finance</span> <span>Vendor</span> <span>Program Integrity</span> <span>Reports</span> </div>															
Weight Height Ranges															
Weight Height Ranges															
Low Height Metric	Low Weight Metric	High Height Metric	High Weight Metric	Weight Range ID	Age	Low Weight Oz	High Weight Oz	Low Height Inches	High Height Inches	Created By	Date Created	Modified By	Date Modified	Notes	
1016	22670	254	340	400	0	12	800	80	320	WICADM	02/28/2014				 
1016	22670	254	340	401	1	12	800	80	320	WICADM	02/28/2014				 
1016	22670	254	340	402	2	12	800	80	320	WICADM	02/28/2014				 
1016	22670	254	340	403	3	12	800	80	320	WICADM	02/28/2014				 
1016	22670	254	340	404	4	12	800	80	320	WICADM	02/28/2014				 
1016	22670	254	340	405	5	12	800	80	320	WICADM	02/28/2014				 
1016	22670	254	340	406	6	12	800	80	320	WICADM	02/28/2014				 
1016	22670	254	340	407	7	12	800	80	320	WICADM	02/28/2014				 
1016	22670	254	340	408	8	12	800	80	320	WICADM	02/28/2014				 
1016	22670	254	340	409	9	12	800	80	320	WICADM	02/28/2014				 
<div> <span>&lt;</span> <span>&gt;</span> </div>															Page 1 of 7
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>															
															Add

*Figure 194: Weight Height Ranges*

*Fields:*

- **High Height Metric** – The high height for the age in Millimeters.
- **High Weight Metric** – The high weight for the age in Grams.
- **Low Height Metric** – The low height for the age in Millimeters.
- **Low Weight Metric** – The high height for the age in Grams.
- **Age** – The Age in months for the height and weight range.
- **Low Weight Oz** – The low weight for the age in ounces.
- **High Weight Oz** – The high weight for the age in ounces.

- **Low Height Inches** – The low height for the age in 1/8 inches.
- **High Height Inches** – The high height for the age in 1/8 inches.
- **Created By** – The User ID of the author who created the record.
- **Date Created** – The date when the record was created.
- **Modified By** – The User ID of the author who last modified the record.
- **Date Modified** – The date when the record was last modified.
- **Note** – A free text field used for storing notes specific to the record.
-  **(Edit Icon)** – When selected navigation will switch to the Edit Weight Height Ranges Page pre-populated with the details of the record for editing.
-  **(Delete Icon)** – When selected navigation will switch to the Delete Weight Height Ranges Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Weight Height Ranges Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 57.1 Edit Weight Height Ranges Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Weight Height Ranges**

Low Height Metric  
1016

Low Weight Metric  
22670

High Height Metric  
254

High Weight Metric  
340

Weight Range ID  
400

\*Age  
0

\*Low Weight Oz  
12

\*High Weight Oz  
800

\*Low Height Inches  
80

\*High Height Inches  
320

Notes

Save Reset

*Figure 195: Edit Weight Height Ranges Page*

## 57.2 Delete Weight Height Ranges Page

**Weight Height Ranges**  
Are you sure you want to delete this record?

Low Height Metric  
1016

Low Weight Metric  
22670

High Height Metric  
254

High Weight Metric  
340

Weight Range ID  
400

\*Age  
0

\*Low Weight Oz  
12

\*High Weight Oz  
800

\*Low Height Inches  
80

\*High Height Inches  
320

Notes

Delete Cancel

*Figure 196: Delete Weight Height Ranges Page*

### 57.3 Add Weight Height Ranges Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Weight Height Ranges**

Low Height Metric

Low Weight Metric

High Height Metric

High Weight Metric

\*Age

\*Low Weight Oz

\*High Weight Oz

\*Low Height Inches

\*High Height Inches

Notes

Save Reset





















*Figure 197: Add Weight Height Ranges Page*





## 58 BMI WEIGHT GAIN

The BMI Weight Gain base table allows the user to configure the BMI category and risk level associated with a given BMI weight gain during a woman's pregnancy. The BMI category and risk level are configurable per unique combination of the Multiple Flag, Wgt Gain (Metric or Eng) and weeks of gestation. The BMI category and risk levels are assigned on the Medical Screen for Anthropometric Data of pregnant woman<sup>58</sup>.

*Navigation Path: Sys Admin / Cert. & Enroll Base Tables / BMI Weight Gain*

BMI Weight Gain											
BMI Weight Gain											
Hi-Lo Flag	Multiple Flag	BMI Category	Seq No	Metric Wgt Gain	Wks Gtst	Eng Wgt Gain	Date Created	Created By	Date Modified	Modified By	
H	Y	OVERWEIGHT	8	1.4	8	3.1	12/11/2012	WLS			 
H	Y	OVERWEIGHT	9	1.7	9	3.6	12/11/2012	WLS			 
H	Y	OVERWEIGHT	10	1.9	10	4.2	12/11/2012	WLS			 
H	Y	OVERWEIGHT	11	2.1	11	4.7	12/11/2012	WLS			 
H	Y	OVERWEIGHT	12	2.4	12	5.2	12/11/2012	WLS			 
H	Y	OVERWEIGHT	13	2.6	13	5.7	12/11/2012	WLS			 
H	Y	OVERWEIGHT	14	3.3	14	7.4	12/11/2012	WLS			 
H	Y	OVERWEIGHT	15	4.1	15	9	12/11/2012	WLS			 
H	Y	OVERWEIGHT	16	4.8	16	10.6	12/11/2012	WLS			 
H	Y	OVERWEIGHT	17	5.6	17	12.3	12/11/2012	WLS			 



Page 1 of 56

Add



*Figure 198: BMI Weight Gain*

*Fields:*

- **Hi-Lo Flag** – Indicates if the BMI weight gain based on Wgt Gain, Wks Gtst and Multiple Flag is considered High or Low risk.
- **Multiple Flag** – A Y/N indication of if the woman is pregnant with more than one fetus.
- **BMI Category** – The BMI Category assigned to this record.

*Note – BMI Category values include:*

<sup>58</sup> Refer to section 6, (Infant/Child Medical) of the HANDS DFDD EnrollandCert document for details.

- *Normal*
- *Obese*
- *Overweight*
- *Underweight*
- **Seq No** – The order that HANDS will search the BMI Weight Gain chart in order to assign the Risk level and BMI Category. HANDS will use the values associated with the first row found that matches the Multiple Flag, Wgt Gain (Metric or US) and Weeks of Gestation.
- **Metric Wgt Gain** – The Metric standard BMI weight gain value.  
*Note - Metric BMI = [Weight in kilograms / (Height in CM \* Height in CM) \* 10,000*
- **Wks Gtst** – Number of weeks of gestation
- **Eng Wgt Gain** – The English standard BMI weight gain value.  
*Note - English BMI = [Weight in pounds / (Height in inches \* Height in inches) \* 703*
- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
-  **(Edit Icon)** – When selected navigation will switch to the Edit BMI Weight Gain Page pre-populated with the details of the record for editing. The user may edit the Wks Gtst and Eng Wgt Gain fields.
-  **(Delete Icon)** – When selected navigation will switch to the Delete BMI Weight Gain Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add BMI Weight Gain Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 58.1 Edit BMI Weight Gain Page

Back to List

**BMI Weight Gain**

Hi-Lo Flag  
H

Multiple Flag  
Y

BMI Category  
OVERWEIGHT

Metric Wgt Gain  
1.4

\*Wks Gtst  
8

\*Eng Wgt Gain  
3.1

Save Reset

*Figure 199: Edit BMI Weight Gain Page*

## 58.2 Delete BMI Weight Gain Page

**BMI Weight Gain**  
Are you sure you want to delete this record?  
Hi-Lo Flag  
H  
Multiple Flag  
Y  
BMI Category  
OVERWEIGHT  
Metric Wgt Gain  
1.4  
\*Wks Gtst  
8  
\*Eng Wgt Gain  
3.1

Back to List

Delete Cancel

*Figure 200: Delete BMI Weight Gain Page*

### 58.3 Add BMI Weight Gain Page

Home Sys Admin Ops Mgmt WIC Services Scheduling Finance Vendor Program Integrity Reports

Back to List

**BMI Weight Gain**

\*Hi-Lo Flag  
NOT SET

\*Multiple Flag  
NOT SET

\*BMI Category  
NOT SET

\*Metric Wgt Gain  
0

\*Wks Gtst  
0

\*Eng Wgt Gain  
0

Save Reset

*Figure 201: Add BMI Weight Gain Page*

## 59 BLOOD WORK TYPES

The Bloodwork Types base table allows for the dynamic configuration of bloodwork types within HANDS.



*Navigation Path: Sys Admin / Cert. & Enroll Base Tables / Blood Work Types*

Bloodwork Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note
HEMOGLOBIN	HEMOGLOBIN MEASUREMENT	01/13/2000	WICADM			
HEMATOCRIT	HEMATOCRIT MEASUREMENT	01/13/2000	WICADM			

*Figure 202: Blood Work Types*

*Fields:*

- **Bloodwork Type Code** – An alpha-numeric code defined by the user
- **Description** – A verbose description of the Bloodwork Type.
- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.
- **Note** – A free text field used for storing notes specific to the record.
- **Modified By** – The User ID of the author who last modified the record.

-  **(Edit Icon)** – When selected navigation will switch to the Edit Blood Work Types Page pre-populated with the details of the record for editing. The user may edit the Description and Notes of this record.
-  **(Delete Icon)** – When selected navigation will switch to the Delete Blood Work Types Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to Add Blood Work Types Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 59.1 Edit Blood Work Types Page

The screenshot displays the 'Edit Blood Work Types Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, Scheduling, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar, a 'Back to List' button is visible. The main form area is titled 'Bloodwork Types' and contains the following fields:

- Bloodwork Type Code:** HEMOGLOBIN
- \*Description:** HEMOGLOBIN MEASUF
- Note:** A text area for additional information.

At the bottom right of the form, there are 'Save' and 'Reset' buttons.

*Figure 203: Edit Blood Work Types Page*



## 59.2 Delete Blood Work Types Page

Home Sys Admin Ops Mgmt WIC Services Scheduling Finance Vendor Program Integrity Reports

Back to List

**Bloodwork Types**

Are you sure you want to delete this record?

Bloodwork Type Code  
HEMOGLOBIN

\*Description  
HEMOGLOBIN MEASUF

Note

Delete Cancel

*Figure 204: Delete Blood Work Types Page*

### 59.3 Add Blood Work Types Page

Home Sys Admin Ops Mgmt WIC Services Scheduling Finance Vendor Program Integrity Reports

Back to List

**Bloodwork Types**

\*Bloodwork Type Code

\*Description

Note

Save Reset

*Figure 205: Add Blood Work Types Page*

## 60 CATEGORIES

The Categories base table allows for the configuration of system wide properties associated with a given Category Code. Category Codes should also exist as a Category Group configured via the Category Groups Base table<sup>59</sup>.

Navigation Path: Sys Admin / Cert. & Enroll Base Tables / Categories


 <span>Home</span> <span>Sys Admin</span> <span>Ops Mgmt</span> <span>WIC Services</span> <span>Scheduling</span> <span>Finance</span> <span>Vendor</span> <span>Program Integrity</span> <span>Reports</span>																
Categories																
Plus Flag	Category Code	Description	Cdcn Value	Pc Value	WIC Value	WIC Flag	Csf Flag	Date Created	Created By	Heading	Date Modified	Modified By	Note	Start Date	End Date	Active Flag
N	E2	ELDERLY, HOMEBOUND, RECEIVING FS	5	5	E	N	Y	01/03/2000	WICADM	CARE PLAN7	09/16/2014	JSURLS		09/01/2007	09/01/2027	Y
N	E3	ELDERLY, NOT HOMEBOUND, NOT REC'V FS	5	5	E	N	Y	01/03/2000	WICADM	CARE PLAN8	05/12/2014	HJOSEPH1		09/01/2007	09/01/2027	Y
N	E4	ELDERLY, NOT HOMEBOUND, RECEIVING FS	5	5	E	N	Y	01/03/2000	WICADM	CARE PLAN9	05/12/2014	HJOSEPH1		09/01/2007	09/01/2027	Y
N	EN	WOMAN, BREASTFEEDING, NO FORMULA	2	2	W	Y	Y	01/03/2000	WICADM	care plan10				09/01/2007	09/01/2027	Y
N	PN	WOMAN, PARTIALLY (MOSTLY) BREASTFEEDING	2	2	W	Y	Y	01/03/2000	WICADM	CARE PLAN11	06/24/2014	CZAVALA		09/01/2007	09/01/2027	Y
N	P	WOMAN, POSTPARTUM	3	3	W	Y	Y	01/03/2000	WICADM	CARE PLAN12	05/12/2014	HJOSEPH1		09/01/2007	09/01/2027	Y
N	PG1	PREGNANT TEEN (UNDER 18)	1	1	W	Y	Y	01/03/2000	WICADM	care plan13				09/01/2007	09/01/2027	Y
N	PG2	PREGNANT ADULT (18 AND OVER)	1	1	W	Y	Y	01/03/2000	WICADM	care plan14				09/01/2007	09/01/2027	Y
Y	IPN+	INFANT, PARTIALLY BREASTFEEDING	4	4	I	Y	N	01/03/2000	WICADM	CARE PLAN 15	06/24/2014	CZAVALA		02/28/2014	09/01/2027	Y
Y	PN+	WOMAN, PARTIALLY BREASTFEEDING	2	2	W	Y	Y	01/03/2000	WICADM	CARE PLAN 6	06/24/2014	CZAVALA		02/28/2014	09/01/2027	Y
Page 2 of 2																
Add																



Figure 206: Categories

Fields:

- **Plus Flag** – A Y/N indicator of if a woman is both breastfeeding and using formula. The field is used for legacy support of AIM. HANDS makes the determination based on the Category Code associated with a client (IPN, IPN+, PN or PN+).
- **Category Code** – The Client Category Code.  
*Note – The valid Client Category Codes include:*
  1. C1 – 1 Year Old Child
  2. C2 – 2 Year Old Child

<sup>59</sup> Refer to section 3, Category Groups of the HANDS DFDD Food Package State document

3. **C3** – 3 Year Old Child
  4. **C4** – 4 Year Old Child
  5. **C5** – 5 Year Old Child
  6. **E1** – Elderly, Homebound, Not Receiving FS
  7. **E2** – Elderly, Homebound, Receiving FS
  8. **E3** – Elderly, Not Homebound, Not Receiving FS
  9. **E4** – Elderly, Not Homebound, Receiving FS
  10. **EN** – Woman, Breastfeeding, No Formula
  11. **IEN** – Infant, Breastfeeding, No Formula
  12. **IFF** – Infant, All Formula
  13. **IPN** – Infant, Partially (Mostly) Breastfeeding
  14. **IPN+** – Infant, Partially Breastfeeding
  15. **P** – Woman Postpartum
  16. **PG1** – Pregnant Teen (Under 18)
  17. **PG2** – Pregnant Adult (18 and over)
  18. **PN** – Woman Partially (Mostly) Breastfeeding
  19. **PN+** – Woman Partially Breastfeeding
- **Description** – A verbose description of the Category Code
  - **Cdcn Value** – Center for Disease Control Values associated with Infant Status Codes.  
The Cdcn Value is used for further identifying a mother's potential category, based on the status of her infant.  
*Note – The valid values include:*
    1. **0** – Spontaneous / Therapeutic Abortion (Before 24 weeks gestation)
    2. **1** – Still Born (After 24 weeks of gestation)
    3. **3** – Preterm Infant (Less than or equal to 37 weeks of gestation), Living
    4. **5** – Full-Term, Live Birth, Currently Living
    5. **7** – Live Birth, Congenital Defect, Currently Living
    6. **9** – Status at birth unknown, Current status unknown
    7. **A** – Died at 1 week (Age 0 to 10 days)
    8. **B** – Died at 2 weeks (Age 11 to 17 days)
    9. **C** – Died at 3 weeks (Age 18 to 24 days)
    10. **D** – Died at 4 weeks (Age 25 to 31 days)
    11. **E** – Died at 5 weeks (Age 32 to 38 days)
    12. **F** – Died at 6 weeks (Age 39 to 45 days)
    13. **B** – Died at 7 weeks (Age > 45 days)
    14. **H** – Live Birth, Current Status Unknown
  - **Pc Value** – The PC values utilized in the most recent Participant Characteristics Surveillance system.  
*Note – The value must be between 1 and 5*
  - **WIC Value** – Indicates the category  
*Note – the values include:*  
W=Woman  
I=Infant  
C=Child  
E=Elderly

- **WIC Flag** – A Yes/No indicator of if the Client Category Code is allowed to participate in the WIC program.
- **Csf Flag** – A Yes/No indicator of if the Client Category Code is allowed to participate in the Commodity Supplemental Food (CSF) program.
- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Heading** – The category specific care plan message heading.
- **Date Modified** – The date the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- **Start Date**<sup>60</sup> – The date that the category record may active.
- **End Date**<sup>61</sup> – The date that the category record is no longer active.
- **Active Flag**<sup>62</sup> – A Yes/No indicator of if the category record is active.  
**Note** – Use the Horizontal Scroll Bar to review the Edit and Delete Icons.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Categories Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Edit Categories Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Edit Categories Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

---

<sup>60</sup> Today's date must be equal to or greater than the Start date and Less than the End date, while also having the Active Flag set to Y in order for the record to be active and available for use by HANDS.

<sup>61</sup> Today's date must be equal to or greater than the Start date and Less than the End date, while also having the Active Flag set to Y in order for the record to be active and available for use by HANDS.

<sup>62</sup> Today's date must be equal to or greater than the Start date and Less than the End date, while also having the Active Flag set to Y in order for the record to be active and available for use by HANDS.

## 60.1 Edit Categories Page

Home Sys Admin Ops Mgmt WIC Services Scheduling Finance Vendor Program Integrity Reports

Back to List

**Categories**

Plus Flag  
NO

Category Code  
E2

\*Description  
ELDERLY, HOMEBOUN

Cdcn Value  
5

Pc Value  
5

\*WIC Value  
E

\*WIC Flag  
NO

\*Csf Flag  
YES

Heading  
CARE PLAN7

Note

\*Start Date  
9/1/2007

\*End Date  
9/1/2027

\*Active Flag  
YES

Save Reset

*Figure 207: Edit Categories Page*

## 60.2 Delete Categories Page

The screenshot displays the 'Delete Categories Page' within the HANDS WIC System. The page features a navigation bar at the top with tabs for Home, Sys Admin, Ops Mgmt, WIC Services, Scheduling, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar, there is a 'Back to List' button. The main content area is titled 'Categories' and contains a confirmation message: 'Are you sure you want to delete this record?'. Below this message, there are several fields for category details: 'Plus Flag' (set to NO), 'Category Code' (E2), '\*Description' (ELDERLY, HOMEBOUN), 'Cdcn Value' (5), 'Pc Value' (5), '\*WIC Value' (E), '\*WIC Flag' (NO), '\*Csf Flag' (YES), 'Heading' (CARE PLAN7), and a 'Note' field. At the bottom of the form, there are two buttons: 'Delete' and 'Cancel'. The 'Delete' button is highlighted in blue.

Figure 208: Delete Categories Page

## 60.3 Add Categories Page

Back to List

**Categories**

Plus Flag  
NOT SET ▼

\*Category Code

\*Description

Cdcn Value

Pc Value

\*WIC Value

\*WIC Flag  
NOT SET ▼

\*Csf Flag  
NOT SET ▼

Heading

Note

\*Start Date  
12/9/2014

\*End Date  
12/9/2014

\*Active Flag  
NOT SET ▼

Save Reset





















*Figure 209: Add Categories Page*



## 61 CATEGORY BLOOD WORK FACTORS

The Category Blood Factors base table allows for the configuration of the valid age ranges associated with setup of Category Blood Works<sup>63</sup>. The Category Blood Works base table will validate the Age Begin Month and Age End Month settings against the Ar2 Begin and Ar2 End Month age ranges configured via this Category Blood Work Factors Base table.

*Navigation Path: Sys Admin / Cert. & Enroll Base Tables / Category Blood Work Factors*

Category Blood Work Factors									
Cat Blood Factors									
Cat Category Code	Ar2 End Month	Ar2 Begin Month	Trimester	Date Created	Created By	Date Modified	Modified By	Note	
C4	60	48	NA	02/22/2000	WICADM	07/31/2009	WICADM		 
EN	215	180	NA	02/23/2000	WICADM				 
EN	720	216	NA	02/23/2000	WICADM				 
PN	215	180	NA	02/23/2000	WICADM				 
PN	720	216	NA	02/23/2000	WICADM				 
P	215	180	NA	02/23/2000	WICADM				 
P	720	216	NA	02/23/2000	WICADM				 
PG1	215	108	1	02/22/2000	ARIZONA				 
PG1	215	108	2	02/22/2000	ARIZONA				 
PG1	215	108	3	02/22/2000	ARIZONA				 

Page 1 of 3

[Add](#)

*Figure 210: Category Blood Work Factors*

*Fields:*



- **Cat Category Code**<sup>64</sup> – The Client Category Code
- **Ar2 End Month** – Age in Months the client's current age must be less than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **Ar2 Begin Month** – Age in Months the client's current age must be greater than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **Trimester** – The current trimester of a pregnant woman.

<sup>63</sup> Refer to section 9, Category Blood Works for details

<sup>64</sup> Refer to section 6, Categories for details

**Trimester Age**

1	0-13 weeks
2	14-26 weeks
3	27-40+ weeks

- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Category Blood Work Factors Page pre-populated with the details of the record for editing. The user may only edit the Note field.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Category Blood Work Factors Page pre-populated with the details of the record to be deleted.

***Buttons:***

- **Add** – When selected navigation will switch to the Add Category Blood Work Factors Page.

***Calculation(s): None******Background Processes:***

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 61.1 Edit Category Blood Work Factors Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Cat Blood Factors**

Cat Category Code  
C4

Ar2 End Month  
60

Ar2 Begin Month  
48

Trimester  
NA

Note

Save Reset

*Figure 211: Edit Category Blood Work Factors Page*

## 61.2 Delete Category Blood Work Factors Page

The screenshot displays the 'Delete Category Blood Work Factors' page within the HANDS WIC System. The page features a navigation bar at the top with the following tabs: Home, Sys Admin (selected), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Cat Blood Factors' and contains the following information:

- Are you sure you want to delete this record?**
- Cat Category Code**: C4
- Ar2 End Month**: 60
- Ar2 Begin Month**: 48
- Trimester**: NA
- Note**: A text area for additional notes, currently empty.

At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 212: Delete Category Blood Work Factors Page*

### 61.3 Add Category Blood Work Factors Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Cat Blood Factors**

\*Cat Category Code  
NOT SET

\*Ar2 End Month  
0

\*Ar2 Begin Month  
0

\*Trimester

Note

Save Reset

*Figure 213: Add Category Blood Work Factors Page*

## 62 ELEVATIONS

The Elevations base table allows for the configuration of the valid elevation ranges to consider when verifying blood work results.

*Navigation Path: Sys Admin / Cert. & Enroll Base Tables / Elevations*

Elevations								
Modified By	Note	Low Elevation	High Elevation	Date Created	Created By	Date Modified		
		3000	3999	01/11/2000	WICADM			
		4000	4999	01/11/2000	WICADM			
BGRAVES	ADDING A NOTE	0	2998	01/11/2000	WICADM	09/16/2014		
		5000	5999	01/11/2000	WICADM			
		6000	6999	01/11/2000	WICADM			
DAWSONR		7000	9999	02/23/2000	WICADM	02/07/2001		



Page 1 of 1

[Add](#)

*Figure 214: Elevations*

*Fields:*

- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
- **Low Elevation** – The low end elevation value of an elevation range at the time blood work was taken.
- **High Elevation** – The high end elevation value of an elevation range at the time blood work was taken.
- **Date Created** – The date the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date the record was last modified.

-  **(Edit Icon)** – When selected navigation will switch to the Edit Elevations Page pre-populated with the details of the record for editing. The user may only edit the Note field.
-  **(Delete Icon)** – When selected navigation will switch to the Delete Elevations Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Elevations Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 62.1 Edit Elevations Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

### Elevations

Note

Low Elevation  
3000

\*High Elevation  
3999

Save Reset

*Figure 215: Edit Elevations Page*



## 62.2 Delete Elevations Page

The screenshot displays the 'Delete Elevations' page within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Elevations' and contains the question 'Are you sure you want to delete this record?'. A 'Note' section with a text area is present. Below this, the 'Low Elevation' is set to 3000, and the '\*High Elevation' is set to 3999. At the bottom right, there are 'Delete' and 'Cancel' buttons.

*Figure 216: Delete Elevations Page*

## 62.3 Add Elevations Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

### Elevations

Note

\*Low Elevation  
0

\*High Elevation  
0

Save Reset

*Figure 217: Add Elevations Page*

## 63 CATEGORY BLOOD WORKS

The

Navigation Path: Sys Admin / Cert. & Enroll Base Tables / Category Blood Works

**Category Blood Works**

Blood Work Type: ☒ HEMATOCRIT ☐ HEMOGLOBIN

Category:

Trimester:  Age In Months:  Blood Work Values:  Low Elevation:

Blood Work Type	Category	Age Begin Month	Age End Month	Cig Low	Cig High	Trimester	Low Elevation	Low Blood Work	High Blood Work	WIC Code Category	Low WIC Code	High WIC Code	Note	Low Nutrition	High Nutrition	Date Created	Created By
HEMATOCRIT P		108	143	20	39	NA	0	37.2	60	P	201		0	0	2/23/2000	ARIZONA	
HEMATOCRIT P		108	143	20	39	NA	3000	37.7	60	P	201		0	0	2/23/2000	ARIZONA	
HEMATOCRIT P		108	143	20	39	NA	4000	38.2	60	P	201		0	0	2/23/2000	ARIZONA	
HEMATOCRIT P		108	143	20	39	NA	5000	38.7	60	P	201		0	0	2/23/2000	ARIZONA	
HEMATOCRIT P		108	143	20	39	NA	6000	39.2	60	P	201		0	0	2/23/2000	ARIZONA	
HEMATOCRIT P		108	143	40	96	NA	0	37.7	60	P	201		0	0	2/23/2000	ARIZONA	
HEMATOCRIT P		108	143	40	96	NA	4000	38.7	60	P	201		0	0	2/23/2000	ARIZONA	
HEMATOCRIT P		108	143	40	96	NA	5000	39.2	60	P	201		0	0	2/23/2000	ARIZONA	
HEMATOCRIT P		108	143	40	96	NA	6000	39.7	60	P	201		0	0	2/23/2000	ARIZONA	
HEMATOCRIT P		108	143	40	96	NA	7000	40.7	60	P	201		0	0	2/23/2000	ARIZONA	

Row count: 10 Showing 1-10 of 1147



Add Search NewSearch

Figure 218: Category Blood Works

Fields:

- **Blood Work Type** – Check the box of the blood type to search for.
- **Category**<sup>65</sup> – The Client Category Code to search for
- **Trimester** – The current trimester of a pregnant woman to search for
- **Age In Months** – The age to search for within the Begin and End months range  
*Note - Records returned will have an Age In Months  $\geq$  Age Begin Month and  $\leq$  Age End Month.*
- **Blood Work Values** – The blood work value to search for within the Low and High blood work range  
*Note – Records returned will have a Blood Work Value  $\geq$  Low Blood Work and  $\leq$  High Blood Work.*

<sup>65</sup> Refer to section 6, Categories for details

- **Low Elevation** – The Low elevation to search for
- Category Blood Works (Search Grid):**
  - **Blood Work Type** – The type of blood work, either Hematocrit or Hemoglobin
  - **Category**<sup>66</sup> – The Client Category Code
  - **Age Begin Month** – Age in Months the client's current age must be greater than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
  - **Age End Month** – Age in Months the client's current age must be less than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
  - **Cig Low** – The low number of cigarettes smoked per day
  - **Cig High** – The high number of cigarettes smoked per day
  - **Trimester** – The current trimester of a pregnant woman
  - **Low Elevation** – The Low elevation value
  - **Low Blood Work** – The low level amount for the respective bloodwork type.
  - **High Blood Work** – The high level amount for the respective bloodwork type.
  - **WIC Code Category**<sup>67</sup> – The Client Category Code
  - **Low WIC Code** – The low range WIC Code for this risk assessment record
  - **High WIC Code** – The high range WIC Code for this risk assessment record
  - **Note** – A free text field used for storing notes specific to the record.
  - **Low Nutrition** – The low range nutrition value for this risk assessment record
  - **High Nutrition** – The high range nutrition value for this risk assessment record
  - **Date Created** – The date the record was created.
  - **Created By** – The User ID of the author who created the record.
  - **Date Modified** – The date the record was last modified.
  - **Modified By** – The User ID of the author who last modified the record.
  -  **(Edit Icon)** – When selected navigation will switch to the Edit Category Blood Works Page pre-populated with the details of the record for editing. The user may only edit the Note field.
  -  **(Delete Icon)** – When selected navigation will switch to the Delete Category Blood Works Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched to the Add Category Blood Works Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

<sup>66</sup> Refer to section 6, Categories for details

<sup>67</sup> Refer to section 6, Categories for details

## 63.1 Edit Category Blood Works Page

The screenshot displays the 'Edit Category Blood Works Page' within the HANDS WIC System. The page features a navigation bar at the top with the following tabs: Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area contains the following fields:

- Cat Blood Factors**
- Cat Category Code**: C4
- Ar2 End Month**: 60
- Ar2 Begin Month**: 48
- Trimester**: NA
- Note**: A text area for notes, currently empty.

At the bottom right of the form, there are two buttons: **Save** and **Reset**.

*Figure 219: Edit Category Blood Works Page*

## 63.2 Edit Category Blood Works Page

The screenshot displays the 'Delete Category Blood Works Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area shows the title 'Cat Blood Factors' and a confirmation message: 'Are you sure you want to delete this record?'. The record details are as follows:

Cat Category Code	C4
Ar2 End Month	60
Ar2 Begin Month	48
Trimester	NA
Note	

At the bottom right of the form, there are two buttons: 'Delete' (highlighted in blue) and 'Cancel'.

*Figure 220: Delete Category Blood Works Page*

### 63.3 Add Category Blood Works Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Cat Blood Factors**

\*Cat Category Code  
NOT SET

\*Ar2 End Month  
0

\*Ar2 Begin Month  
0

\*Trimester

Note

Save Reset

*Figure 221: Add Category Blood Works Page*

## 64 COMMUNICATION TYPES

The Communication Types base table allows for configuration of client communication types within HANDS.

*Navigation Path: Sys Admin / System Base Tables / Communication Types*



Communication Types									
Communication Types									
Comm Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note			
FM7	FY 2007 FARMER'S MARKET CHECKS ISSUED	09/21/2006	SETNESR						
FM8	FY 2008 FARMER'S MARKET CHECKS ISSUED	02/07/2008	SETNESR						
IN	INELIGIBILITY NOTICE	01/10/2000	WICADM						
VOC	VERIFICATION OF CERTIFICATION	01/10/2000	WICADM	09/16/2014	KDURAISA				
FAN	FINAL APPOINTMENT NOTICE	01/10/2000	WICADM						
WLN	WAIT LIST NOTICE	01/10/2000	WICADM						
MSL	MISCELLANEOUS	01/10/2000	WICADM						
VRQ	VOTER REGISTRATION QUESTIONNAIRE	01/10/2000	WICADM						
PRX	PROXY FORM	01/10/2000	WICADM						
PRR	CONSENT/RELEASE FORM	01/10/2000	WICADM	08/01/2003	ODLEL	8/1/03 PRR: Participants Rights and Responsibilities Changed to: Consent/Release Form 8/1/03 Added: PS-Postcard Sent Odle			
Page 1 of 6									
Add									

*Figure 222: Communication Types*

*Fields:*

- **Comm Type Code** – A user defined string with a maximum length of 3 characters used to uniquely identify the communication type within HANDS.
- **Description** – A verbose description of the communication type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.



-  **(Edit Icon)** – When selected navigation will switch to the Edit Communication Types Page pre-populated with the details of the record for editing.
-  **(Delete Icon)** – When selected navigation will switch to the Delete Communication Types Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Communication Types Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 64.1 Edit Communication Types Page

The screenshot displays the 'Edit Communication Types' page within the HANDS WIC System. The top navigation bar includes tabs for Home, Sys Admin (active), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Communication Types' and contains the following fields:

- Comm Type Code:** FM7
- \*Description:** FY 2007 FARMER'S MA
- Note:** A text area for additional notes, currently empty.

At the bottom right of the page, there are two buttons: 'Save' and 'Reset'.

*Figure 223: Edit Communication Types Page*

## 64.2 Edit Communication Types Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

**Communication Types**

Are you sure you want to delete this record?

Comm Type Code  
FM7

\*Description  
FY 2007 FARMER'S MA

Note

*Figure 224: Delete Communication Types Page*

## 64.3 Add Communication Types Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Communication Types**

\*Comm Type Code

\*Description

Note

Save Reset

*Figure 225: Add Communication Types Page*

## 65 DISABILITIES

The Disabilities base table allows for configuration of disability types within HANDS.



*Navigation Path: Sys Admin / System Base Tables / Disabilities*

Disabilities	Home	Sys Admin	Ops Mgmt	WIC Services	CSFP Services	Scheduling	Farmers' Market	Finance	Vendor	Program Integrity	Reports
Disabilities											
Disability Code	Description	Date Created	Created By	Date Modified	Modified By	Note					
A	HEARING IMPAIRED	01/10/2000	WICADM	09/16/2014	JSURLS						
B	PHYSICAL DISABILITY	01/10/2000	WICADM								
C	VISUALLY IMPAIRED	01/10/2000	WICADM								
D	SPEECH IMPAIRED	01/10/2000	WICADM								
E	MENTALLY CHALLENGED	01/10/2000	WICADM								
F	OTHER	01/10/2000	WICADM								
07	MY BRAIN	09/16/2014	BGRAVES	09/16/2014	BGRAVES	I AM					
Page 1 of 1											
Add											

*Figure 226: Disabilities*

*Fields:*

- **Disability Code** – A user defined string with a maximum length of 3 characters used to uniquely identify the disability type within HANDS.
- **Description** – A verbose description of the disability type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  (**Edit Icon**) – When selected navigation will switch to the Edit Disabilities Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Disabilities Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Disabilities Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 65.1 Edit Disabilities Page

The screenshot displays the 'Edit Disabilities Page' within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Disabilities' and contains the following fields:

- Disability Code:** A
- \*Description:** HEARING IMPAIRED
- Note:** A large text area for additional information.

At the bottom right of the form, there are 'Save' and 'Reset' buttons.

*Figure 227: Edit Disabilities Page*

## 65.2 Delete Disabilities Page

The screenshot displays the 'Delete Disabilities' page within the HANDS WIC System. The page features a navigation bar at the top with tabs for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Disabilities' and contains a confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'Disability Code' is listed as 'A', and the '\*Description' is 'HEARING IMPAIRED'. A 'Note' field is present but empty. At the bottom right of the page, there are 'Delete' and 'Cancel' buttons.

*Figure 228: Delete Disabilities Page*



## 65.3 Add Disabilities Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Disabilities**

\*Disability Code

\*Description

Note

Save Reset

*Figure 229: Add Disabilities Page*

## 66 EDUCATION LEVELS

The Education Levels base table allows for configuration of education level types within HANDS.

*Navigation Path: Sys Admin / Cert. & Enroll Base Tables / Education Levels*

Education Levels							
Education Code	Description	Date Created	Created By	Date Modified	Modified By	Note	
11	ELEVENTH GRADE	01/10/2000	WICADM				
12	TWELFTH GRADE OR GED EQUIVALENT	01/10/2000	WICADM	04/05/2010	SETNESR	Added GED to description 4/5/10. Rod	
10	TENTH GRADE	01/10/2000	WICADM				
9	NINTH GRADE	01/10/2000	WICADM				
8	EIGHTH GRADE	01/10/2000	WICADM				
7	SEVENTH GRADE	01/10/2000	WICADM				
6	SIXTH GRADE	01/10/2000	WICADM				
5	FIFTH GRADE	01/10/2000	WICADM				
4	FOURTH GRADE	01/10/2000	WICADM				
3	THIRD GRADE	01/10/2000	WICADM				



< >

Page 1 of 2

**Figure 230: Education Levels**

*Fields:*

- **Education Code** – A user defined number with a maximum length of 2 digits used to uniquely identify the education level type within HANDS.
- **Description** – A verbose description of the education level type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.

- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Education Levels Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Education Levels Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Education Levels Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 66.1 Edit Education Levels Page

**Navigation Bar:** Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, Reports, Help

**Back to List**

**Education Levels**

Education Code  
12

**\*Description**  
TWELFTH GRADE OR GED EQUIVALENT

**Note**  
Added GED to description 4/5/10. Rod

**Buttons:** Save, Reset

*Figure 231: Edit Education Levels Page*

## 66.2 Delete Education Levels Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports Help

[Back to List](#)

**Education Levels**

Are you sure you want to delete this record?

Education Code  
12

\*Description  
TWELFTH GRADE OR GED EQUIVALENT

Note  
Added GED to description 4/5/10. Rod

Delete Cancel

*Figure 232: Delete Education Levels Page*

## 66.3 Add Education Levels Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Education Levels**

\*Education Code  
0

\*Description

Note
















Save Reset



*Figure 233: Add Education Levels Page*

## 67 RACES

The Races base table allows for configuration of race types within HANDS.

*Navigation Path: Sys Admin / System Base Tables / Races*

		Home	Sys Admin	Ops Mgmt	WIC Services	CSFP Services	Scheduling	Farmers' Market	Finance	Vendor	Program Integrity	Reports
Races												
Races												
Race Code	Description	Date Created	Created By	Date Modified	Modified By	Note						
B	BLACK OR AFRICAN AMERICAN	01/10/2000	WICADM	02/24/2005	WICADM							
W	WHITE	01/10/2000	WICADM	02/24/2005	WICADM							
I	AMERICAN INDIAN OR ALASKAN NATIVE	01/10/2000	WICADM	02/24/2005	WICADM							
H	HISPANIC	01/10/2000	WICADM	02/24/2005	WICADM							
AP	ASIAN	01/10/2000	WICADM	02/24/2005	WICADM							
P	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	02/24/2005	WICADM	09/16/2014	BGRAVES	THIS IS AN ADDITIONAL NOTE						
 		Page 1 of 1										
									Add			

-  **(Edit Icon)** – When selected navigation will switch to the Edit Races Page pre-populated with the details of the record for editing.
-  **(Delete Icon)** – When selected navigation will switch to the Delete Races Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Races Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*



## 67.1 Edit Races Page

**Hands** Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

**Races**

Race Code  
B

\*Description  
BLACK OR AFRICAN AM

Note

Save Reset

*Figure 235: Edit Races Page*

## 67.2 Delete Races Page

The screenshot displays the 'Delete Races' page within the HANDS WIC System. At the top, a navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Races' and contains a confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'Race Code' is listed as 'B'. The '\*Description' field contains the text 'BLACK OR AFRICAN AM'. A 'Note' section with a text area and a vertical scrollbar is located below the description. At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 236: Delete Races Page*

## 67.3 Add Races Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Races**

\*Race Code

\*Description

Note





















Save Reset

*Figure 237: Add Races Page*

## 68 ETHNIC GROUPS

The Ethnic Groups base table allows for configuration of ethnic group types within HANDS.

*Navigation Path: Sys Admin / System Base Tables / Ethnic Groups*

Ethnic Groups											
Ethnic Group Code	Race Race Code	Description	Cdcn Value	Cdcp Value	Pc Value	Date Created	Created By	Date Modified	Modified By	Note	
3	B	AFRICAN-AMERICAN	20	2	2	01/11/2000	WICADM				 
13	B	AFRICAN-OTHER	20	2	2	01/11/2000	WICADM				 
11	W	PORTUGUESE	10	1	1	01/11/2000	WICADM				 
15	W	AFGHANISTANI	10	1	1	01/11/2000	WICADM				 
12	AP	ASIAN INDIAN	50	5	5	01/11/2000	WICADM				 
16	AP	NEPALESE	50	5	5	01/11/2000	WICADM				 
14	AP	PAKISTANI	50	5	5	01/11/2000	WICADM				 
2	W	CAUCASIAN-NOT HISPANIC	10	1	1	01/11/2000	WICADM	01/19/2001	NICHOLL		 
1	H	MEXICAN	31	3	3	01/11/2000	WICADM				 
6	H	PUERTO RICAN	31	3	3	01/11/2000	WICADM	02/06/2001	DAWSONR		 

Page 1 of 4



Add

*Figure 238: Ethnic Groups*

*Fields:*

- **Ethnic Group Code** – A user defined number with a maximum length of 2 digits used to uniquely identify the ethnic group type within HANDS.
- **Race Race Code**<sup>68</sup> – The race code type associated with the ethnic group type.
- **Description** – A verbose description of the ethnic group type.
- **Cdcn Value** – The Center for Disease Control values utilized in the Pregnancy Nutrition Surveillance system.

<sup>68</sup> Refer to section 67, Races for details

- **Cdcp Value** – The Center for Disease Control values utilized in the Pediatric Nutrition Surveillance system.
- **Pc Value** – The PC values utilized in the most recent Participant Characteristics Surveillance system.  
*Note – The value must be between 1 and 5*
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.
-  (**Edit Icon**) – When selected navigation will switch to the Edit Ethnic Groups Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Ethnic Groups Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched to the Add Ethnic Groups Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 68.1 Edit Ethnic Groups Page

The screenshot displays the 'Edit Ethnic Groups' page within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. The 'Sys Admin' tab is currently selected.

Below the navigation bar, there is a 'Back to List' button. The main section is titled 'Ethnic Groups'. The 'Ethnic Group Code' is set to 3. The form includes the following fields:

- \*Race Race Code: A dropdown menu showing 'B'.
- \*Description: A text field containing 'AFRICAN-AMERICAN'.
- \*Cdcn Value: A text field containing '20'.
- \*Cdcp Value: A text field containing '2'.
- \*Pc Value: A text field containing '2'.

Below these fields is a 'Note' section with a large text area and a vertical scrollbar. At the bottom right of the form, there are 'Save' and 'Reset' buttons.

*Figure 239: Edit Ethnic Groups Page*

## 68.2 Delete Ethnic Groups Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

[Back to List](#)

### Ethnic Groups

Are you sure you want to delete this record?

Ethnic Group Code  
3

\*Race Race Code  
B

\*Description  
AFRICAN-AMERICAN

\*Cdcn Value  
20

\*Cdcp Value  
2

\*Pc Value  
2

Note

[Delete](#) [Cancel](#)

*Figure 240: Delete Ethnic Groups Page*

### 68.3 Add Ethnic Groups Page

Back to List

**Ethnic Groups**

\*Ethnic Group Code  
0

\*Race Race Code  
NOT SET

\*Description

\*Cdcn Value  
0

\*Cdcp Value  
0

\*Pc Value  
0

Note

Save Reset

*Figure 241: Add Ethnic Groups Page*



## 69 INCOME INTERVALS

The Income Intervals base table allows for configuration of income interval types within HANDS.

*Navigation Path: Sys Admin / System Base Tables / Ethnic Groups*

Income Intervals								
Income Interval Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
W	WEEKLY	01/12/2000	WICADM					
BW	BIWEEKLY (EVERY 2 WEEKS)	01/12/2000	WICADM					
H	HOURLY	01/12/2000	WICADM					
SM	SEMI-MONTHLY (2 TIMES / MONTH)	01/12/2000	WICADM					
M	MONTHLY	01/12/2000	WICADM					
Q	QUARTERLY (EVERY 3 MONTHS)	01/12/2000	WICADM					
SA	SEMI-ANNUALLY (EVERY 6 MONTHS)	01/12/2000	WICADM					
A	ANNUALLY	01/12/2000	WICADM					



Page 1 of 1

[Add](#)

*Figure 242: Income Intervals*

*Fields:*

- **Income Interval Code** – A user defined string with a maximum length of 2 characters used to uniquely identify the income interval type within HANDS.
- **Description** – A verbose description of the income interval type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  (**Edit Icon**) – When selected navigation will switch to the Edit Income Intervals Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Income Intervals Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched to the Add Income Intervals Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 69.1 Edit Income Intervals Page

The screenshot displays the 'Edit Income Intervals' page within the HANDS WIC System. The top navigation bar includes tabs for Home, Sys Admin (active), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Income Intervals' and contains the following fields:

- Income Interval Code:** W
- \*Description:** WEEKLY
- Note:** A large text area for additional information.

At the bottom right of the page, there are two buttons: 'Save' and 'Reset'.

*Figure 243: Edit Income Intervals Page*

## 69.2 Delete Income Intervals Page

The screenshot displays the 'Delete Income Intervals' page within the HANDS WIC System. The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. The 'Sys Admin' tab is currently selected. Below the navigation bar, there is a 'Back to List' button. The main content area is titled 'Income Intervals' and contains the confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'Income Interval Code' is 'W' and the '\*Description' is 'WEEKLY'. A 'Note' field is present but empty. At the bottom right of the page, there are 'Delete' and 'Cancel' buttons.

*Figure 244: Delete Income Intervals Page*

## 69.3 Add Income Intervals Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Income Intervals**

\*Income Interval Code

\*Description

Note






















Save Reset

*Figure 245: Add Income Intervals Page*

## 70 LANGUAGES

The Languages base table allows for configuration of language types within HANDS.



*Navigation Path: Sys Admin / System Base Tables / Languages*

<div>  <span>Home</span> <span>Sys Admin</span> <span>Ops Mgmt</span> <span>WIC Services</span> <span>CSFP Services</span> <span>Scheduling</span> <span>Farmers' Market</span> <span>Finance</span> <span>Vendor</span> <span>Program Integrity</span> <span>Reports</span> </div>										
Languages										
Languages										
Language Code	Description	Date Created	Created By	Date Modified	Modified By	Note				
23	PORTUGUESE	01/12/2000	WICADM	09/16/2014	BGRAVES					
24	CAMBODIAN	01/12/2000	WICADM	09/16/2014	BGRAVES					
1	ENGLISH	01/12/2000	WICADM	09/16/2014	BGRAVES					
25	MANDARIN	01/12/2000	WICADM	03/01/2011	SETNESR					
26	FIJIAN	01/12/2000	WICADM	09/16/2014	BGRAVES					
27	FILIPINO	01/12/2000	WICADM	09/16/2014	BGRAVES					
28	HEBREW	01/12/2000	WICADM	09/16/2014	BGRAVES					
29	CROATIAN	01/12/2000	WICADM	09/16/2014	BGRAVES					
30	KOREAN	01/12/2000	WICADM	09/16/2014	BGRAVES					
31	LAO	01/12/2000	WICADM	09/16/2014	BGRAVES					
<div> <span>&lt;</span> <span>&gt;</span> </div>										Page 1 of 8
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>										
										Add

*Figure 246: Languages*

*Fields:*

- **Language Code** – A user defined number with a maximum length of 10 digits used to uniquely identify the language type within HANDS.
- **Description** – A verbose description of the language type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  (**Edit Icon**) – When selected navigation will switch to the Edit Languages Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Languages Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Languages Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 70.1 Edit Languages Page

The screenshot displays the 'Edit Languages Page' within the HANDS WIC System's System Administration module. The top navigation bar includes links for Home, Sys Admin (active), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Languages' and contains the following fields:

- Language Code:** 23
- \*Description:** PORTUGUESE
- Note:** A large text area for additional information.

At the bottom right of the form, there are 'Save' and 'Reset' buttons.

*Figure 247: Edit Languages Page*



## 70.2 Delete Languages Page

The screenshot displays the 'Delete Languages' page within the HANDS WIC System. The page features a navigation bar at the top with tabs for Home, Sys Admin (selected), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Languages' and contains a confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'Language Code' is listed as 23, and the '\*Description' is listed as PORTUGUESE. A 'Note' section is present but empty. At the bottom right of the page, there are two buttons: 'Delete' and 'Cancel'.

*Figure 248: Delete Languages Page*

## 70.3 Add Languages Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Languages**

\*Language Code  
0

\*Description

Note

Save Reset

*Figure 249: Add Languages Page*

## 71 PRIORITIES

The Priorities base table allows for configuration of priority types within HANDS.



*Navigation Path: Sys Admin / Cert. & Enroll Base Tables / Priorities*

[illegible]

**Figure 250: Priorities**

*Fields:*

- **Id** – A user defined number with a maximum length of 2 digits used to uniquely identify the priority type within HANDS.
- **Description** – A verbose description of the priority type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Cp2 ID** – The unique priority level identifier.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.

-  **(Edit Icon)** – When selected navigation will switch to the Edit Priorities Page pre-populated with the details of the record for editing.
-  **(Delete Icon)** – When selected navigation will switch to the Delete Priorities Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation will switch to the Add Priorities Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 71.1 Edit Priorities Page

Hands WIC System

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Priorities**

Id  
1

\*Description  
PRIORITY 1

Cp2 ID  
NOT SET ▼

Note

Save Reset

*Figure 251: Edit Priorities Page*

## 71.2 Delete Priorities Page

**Hands WIC** | Home | **Sys Admin** | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Farmers' Market | Finance | Vendor | Program Integrity | Reports

[Back to List](#)

**Priorities**

Are you sure you want to delete this record?

Id  
1

\*Description  
PRIORITY 1

Cp2 ID  
NOT SET ▼

Note

[Delete](#) [Cancel](#)

*Figure 252: Delete Priorities Page*

## 71.3 Add Priorities Page

**Navigation Bar:** Home | **Sys Admin** | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Farmers' Market | Finance | Vendor | Program Integrity | Reports

**Buttons:** Back to List

**Priorities Form:**

- \*Id:** 0
- \*Description:**
- Cp2 ID:** NOT SET ▼
- Note:**



















**Buttons:** Save | Reset

*Figure 253: Add Priorities Page*

## 72 RISK FACTOR TYPES

The Risk Factor Types base table allows for configuration of risk factor category types within HANDS.

*Navigation Path: Sys Admin / Cert. & Enroll Base Tables / Risk Factor Types*

Risk Factor Types							
Risk Factor Type ID	Description	Date Created	Created By	Date Modified	Modified By	Note	
100	ANTHROPOMETRIC	12/28/1999	WICADM	01/12/2000	WICADM		 
200	BIOCHEMICAL	01/12/2000	WICADM				 
300	CLINICAL/HEALTH/MEDICAL	01/12/2000	WICADM				 
400	DIETARY	01/12/2000	WICADM				 
500	REGRESSION/TRANSFER/PRESUMPTIVE ELIGIBILITY	01/12/2000	WICADM				 
600	BREASTFEEDING MOTHER/INFANT DIAD	01/12/2000	WICADM				 
700	INFANT OF A WIC-ELIGIBLE MOTHER OR MOTHER AT RISK DURING PRE	01/12/2000	WICADM				 
800	HOMELESS/MIGRANCY	01/12/2000	WICADM				 
900	OTHER NUTRITIONAL RISKS	01/12/2000	WICADM				 

Page 1 of 1



Add

*Figure 254: Risk Factor Types*

*Fields:*

- **Risk Factor Type Id** – A user defined number with a maximum length of 4 digits used to uniquely identify the risk factor category type within HANDS.
- **Description** – A verbose description of the risk factor category type.
- **Date Created** – The date when the record was created.
- **Created By** – The User ID of the author who created the record.
- **Date Modified** – The date when the record was last modified.
- **Modified By** – The User ID of the author who last modified the record.
- **Note** – A free text field used for storing notes specific to the record.



-  (**Edit Icon**) – When selected navigation will switch to the Edit Risk Factor Types Page pre-populated with the details of the record for editing.
-  (**Delete Icon**) – When selected navigation will switch to the Delete Risk Factor Types Page pre-populated with the details of the record to be deleted.

*Buttons:*

- **Add** – When selected navigation is switched from the Add Risk Factor Types Page.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

## 72.1 Edit Risk Factor Types Page

The screenshot displays the 'Edit Risk Factor Types' page. At the top, a navigation bar includes links for Home, Sys Admin (highlighted), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Risk Factor Types' and shows 'Risk Factor Type ID' as 100. The '\*Description' field contains the text 'ANTHROPOMETRIC'. Below this is a 'Note' section with a large text area for input. At the bottom right of the page, there are 'Save' and 'Reset' buttons.

*Figure 255: Edit Risk Factor Types Page*

## 72.2 Delete Risk Factor Types Page

The screenshot displays the 'Delete Risk Factor Types' page within the HANDS WIC System. The page features a navigation bar at the top with tabs for Home, Sys Admin (selected), Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main content area is titled 'Risk Factor Types' and contains a confirmation message: 'Are you sure you want to delete this record?'. Below this message, the 'Risk Factor Type ID' is listed as 100. The '\*Description' field shows 'ANTHROPOMETRIC'. There is a 'Note' section with a text area and a vertical scrollbar. At the bottom right of the page, there are 'Delete' and 'Cancel' buttons.

*Figure 256: Delete Risk Factor Types Page*

## 72.3 Add Risk Factor Types Page

Home Sys Admin Ops Mgmt WIC Services CSFP Services Scheduling Farmers' Market Finance Vendor Program Integrity Reports

Back to List

**Risk Factor Types**

\*Risk Factor Type ID  
0

\*Description

Note

Save Reset

*Figure 257: Add Risk Factor Types Page*

## 73 RISK FACTORS

The Risk Factors base table allows for configuration of risk factors by client category group within HANDS.

Navigation Path: Sys Admin / Cert. & Enroll Base Tables / Risk Factors

**Risk Factors**

Risk Factor ID:  \*Category Code: **C1-1 YEAR OLD CHILD** Risk Factor Type:  Priority:

☐ High Risk Only ☐ Active Only

ID	Category	Description	Alternate Description	Type	Priority	High Risk	Active
113	C1-1 YEAR OLD CHILD	BMI / AGE > OR = 95TH % FOR C2 TO C5. NOT VALID FOR C1	BMI / AGE > OR = 95TH % FOR C2 TO C5. NOT VALID FOR C1	ANTHROPOMETRIC	PRIORITY 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
103	C1-1 YEAR OLD CHILD	BMI AT OR BELOW 10 PERCENTILE WT./HT.	BMI AT OR BELOW 10 PERCENTILE WT./HT.	ANTHROPOMETRIC	PRIORITY 3	<input type="checkbox"/>	<input type="checkbox"/>
347	C1-1 YEAR OLD CHILD	CANCER	ANY CANCER	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
354	C1-1 YEAR OLD CHILD	CELIAC DISEASE	ALSO KNOWN AS CELIAC SPRUE, GLUTEN ENTEROPATHY WHICH IS AN AUTOIMMUNE DISEASE IN WHICH PERSON MUST AVOID GLUTEN. THIS IS NOT A FOOD ALLERGY	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
348	C1-1 YEAR OLD CHILD	CENTRAL NERVOUS SYSTEM DISORDERS	EPILEPSY, CEREBRAL PALSY, NEURAL TUBE DEFECTS, PARKINSON'S OR MULTIPLE SCLEROSIS	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
381	C1-1 YEAR OLD CHILD	DENTAL PROBLEMS	DENTAL CARIES, PERIODONTAL DISEASE, TOOTH LOSS	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
361	C1-1 YEAR OLD CHILD	DEPRESSION. USDA REMOVED DEPRESSION AS A CHILD RISK FACTOR. 5/20/2014	DEPRESSION	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input type="checkbox"/>	<input type="checkbox"/>
362	C1-1 YEAR OLD CHILD	DEVELOPMENTAL DELAYS, SENSORY OR MOTOR DELAYS INTERFERING W/THE ABILITY TO EAT	BRAIN INJURY/IMPAIRED FUNCTION, AUTISM, ETC	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
343	C1-1 YEAR OLD CHILD	DIABETES MELLITUS	TYPE I OR TYPE 2	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Search Save Reset

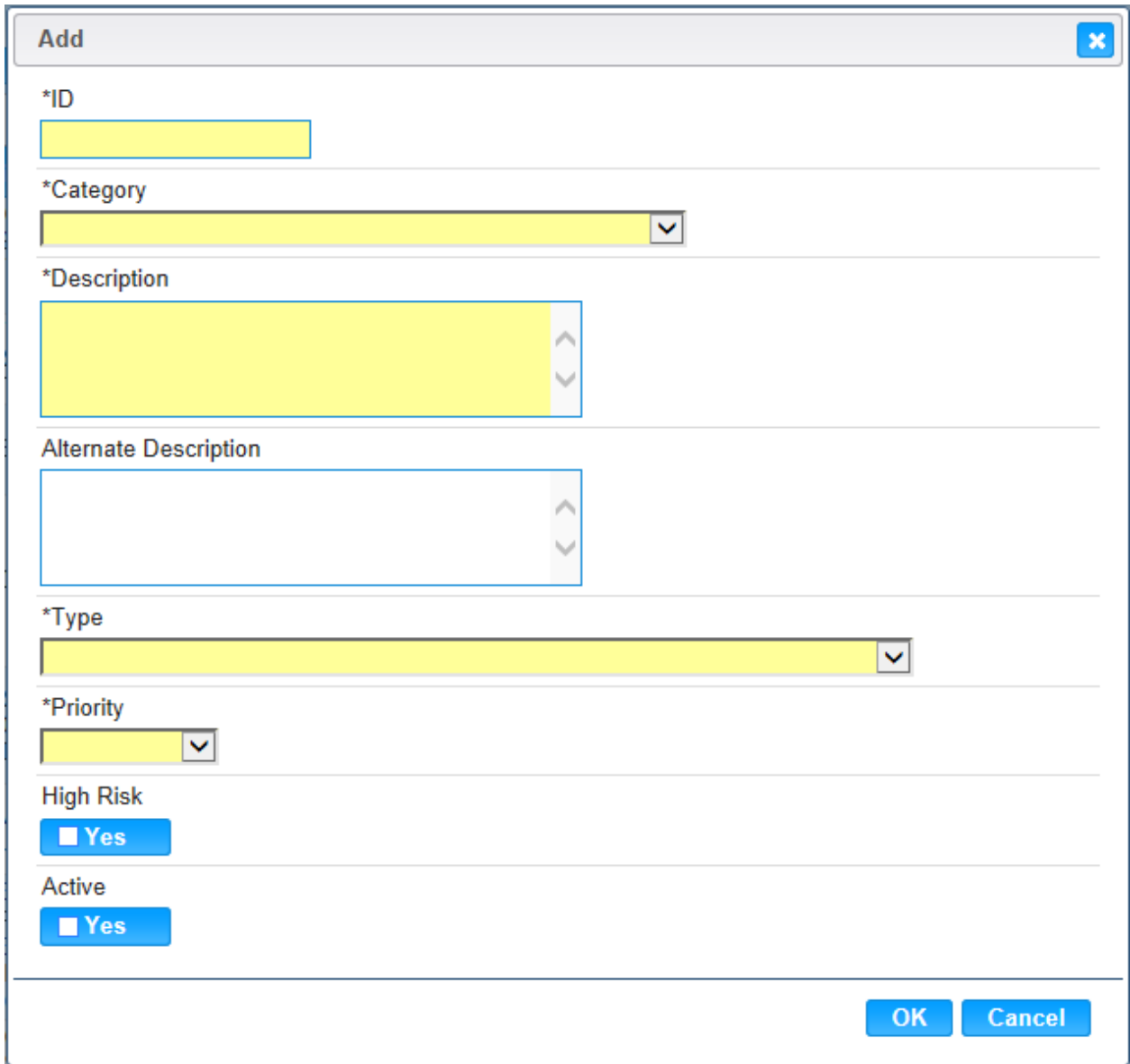
Figure 258: Risk Factors

Fields:

Search Fields:

- **Risk Factor Id** – The unique ID assigned by the user to the risk factor type.
- **Category Code** – The client category code.
- **Risk Factor Type** – The risk factor category type.
- **Priority** – The priority level of the risk factor.
- **High Risk Only** – Filters the search for records set to high risk only.
- **Active Only** – Filters the search for records set to Active only.

-  **Add** – Add new risk factor via the Add Risk Factor modal.



**Add**

\*ID

\*Category

\*Description

Alternate Description

\*Type

\*Priority

High Risk  
☐ Yes

Active  
☐ Yes

OK Cancel

*Figure 259: Add Risk Factors Page*

- **ID** – A user defined string with a maximum length of 8 characters used to uniquely define the risk factor type.
- **Category**<sup>69</sup> – A dropdown list of client category types.
- **Description** – A verbose description of the risk factor type.
- **Alternate Description** – The alternate description of the risk factor type.
- **Type**<sup>70</sup> – A dropdown list of risk factor category types.
- **Priority**<sup>71</sup> – A dropdown list of priority types.


<sup>69</sup> Refer to section 12, Category Groups

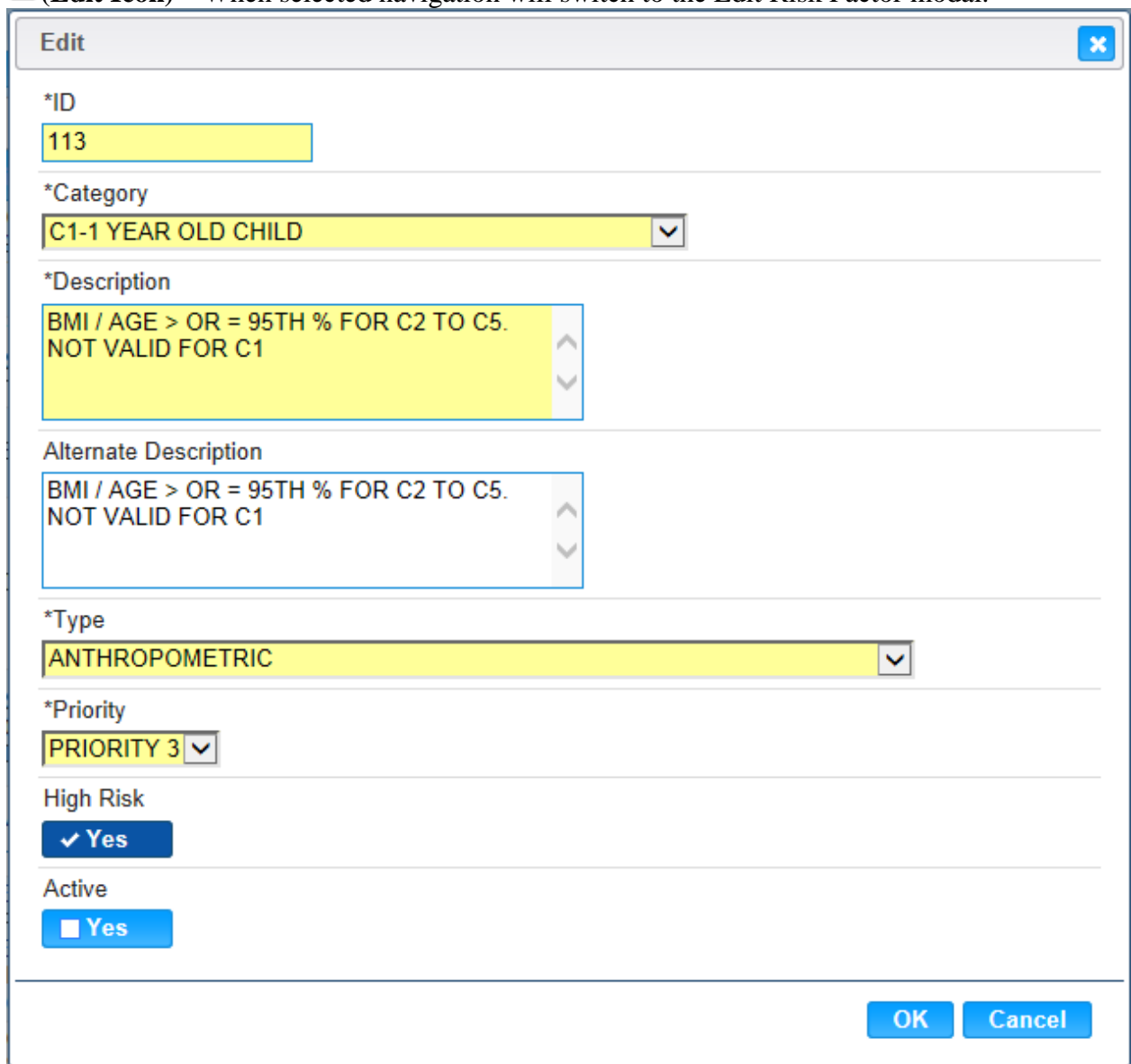
<sup>70</sup> Refer to section 72, Risk Factor Types

<sup>71</sup> Refer to section 71, Priorities

- **High Risk** – Check the High Risk box to configure the risk type as high risk.
- **Active** – Check the Active box to make the risk type available within HANDS.

**Search Grid:**

- **ID** – A user defined string with a maximum length of 8 characters used to uniquely define the risk factor type.
- **Category** – The client category types.
- **Description** – A verbose description of the risk factor type.
- **Alternate Description** – The alternative description of the risk factor type.
- **Type** – The risk factor category type.
- **Priority** – The priority type.
- **High Risk** – Indication of if the risk factor is high risk.
- **Active** – Indication of if the risk factor is available within HANDS.
-  **(Edit Icon)** – When selected navigation will switch to the Edit Risk Factor modal.



**Edit**

\*ID  
113

\*Category  
C1-1 YEAR OLD CHILD

\*Description  
BMI / AGE > OR = 95TH % FOR C2 TO C5.  
NOT VALID FOR C1

Alternate Description  
BMI / AGE > OR = 95TH % FOR C2 TO C5.  
NOT VALID FOR C1

\*Type  
ANTHROPOMETRIC

\*Priority  
PRIORITY 3

High Risk  
☒ Yes

Active  
☒ Yes

OK Cancel

*Figure 260: Edit Risk Factors Page*

*Buttons:*

- **Search** – Retrieves risk factor records according to the entered search criteria.
- **Save** – The Save button will save edits made to the risk factors configuration.
- **Reset** – The Reset button clears unsaved edits and retrieves the default search of Category Code set to C1-1 YEAR OLD CHILD.

*Calculation(s): None*

*Background Processes:*

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*